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Fire Risk Assessment
Alleyn's School – Rose Building

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Rose Building , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Modern brick and block construction with a pitched tile roof.
No. of Floors:	1 Storey
Approx. Floor Area / Dimensions:	449m2 based on building plans.
Use of Premises:	Educational premises, Hall, Classrooms, Offices
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



Site Plan



Aerial View of Building



Picture of the building



3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Extension cable last inspected August 2015. (4.1.3) In the reception area, wiring was exposed on a cable. (4.1.3) Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources, however combustibles were stored below a Distribution board in the storeroom.(4.7.2)				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances identified in this building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
No significant hazards identified.	

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; 4 sets of fire doors from the main hall.
 Fire exits open easily and in the direction of escape.
 Travel distances reasonable and acceptable for the use of the premises.
 Suitable protection of fire escape routes, No issues with fire doors identified.

External walkways all seen to be in good order.
 One person with mobility issues present, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard apart from a couple of minor issues.
 Holes are visible in the ceiling in the storeroom. **(5.2.1)**
 Solid construction with wall linings of plasterboard/ plaster and brick/block.
 Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes. External emergency lighting present above final exit doors.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments / Observations / Deficiencies:

Break-glass call points provided at all final exits/ fire exits.
 Automatic fire detection provided throughout escape routes.
 Fire panels zoned to assist in identifying the location of the fire/ activation.
 Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
 Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Foam and CO2 extinguishers provided throughout corridors/escape routes.
 No concerns over access to or placement of firefighting equipment.
 Fire extinguishers serviced July 2023 / 2024.

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
 Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
 Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
 A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. plant rooms), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Slight Harm’**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some possible compartmentation and electrical equipment. As such, the overall fire risk rating is **‘Tolerable’**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.1.3	Electrical Installation / Appliances / Leads	Extension cable last inspected August 2015.	Ensure the item it PAT tested.		3

<p>4.1.3</p>	<p>Electrical Installation / Appliances / Leads</p>	<p>In the reception area, wiring was exposed on a cable.</p>	<p>Repair or remove from use.</p>		<p>3</p>
<p>4.4.1</p>	<p>Portable Heaters / Heating Installations</p>	<p>Gas safety certificate not available to view.</p>	<p>Check that certificates have been issued for boilers.</p>	<p>N/A</p>	<p>3</p>

<p>4.7.2</p>	<p>Housekeeping / Combustibles</p>	<p>Combustibles were stored below a Distribution board in the storeroom</p>	<p>Remove combustible materials away from the Distribution board.</p>		<p>3</p>
<p>4.8.1 4.8.2 4.8.3</p>	<p>Contractors / Building Works</p>	<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.</p>	<p>Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.</p>	<p>N/A</p>	<p>3</p>

5.2.1	Measures to Limit Fire Spread	Holes are visible in the ceiling in the storeroom	Fill in any holes with fire resisting material such as fire foam.		3
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.	N/A	4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3

6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School – RV Jones Science Building

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	RV Jones Science Building Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a flat roof.
No. of Floors:	4 Storey
Approx. Floor Area / Dimensions:	1892m2 based on building plans .
Use of Premises:	Educational premises, Classrooms, science labs, observatory
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Lightening protection installed to the building.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.				
No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
All flammable substances are kept in flammable storage container. Full CLEAPPS in place within Science – all stored appropriately, labelled and assessed. Science – External caged gases present. Gas identified within Science. Correct regulators fitted and stored appropriately. Controlled under CLEAPS which the school adheres to.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Fume Cupboards and LEV present within classrooms	Serviced 14/02/2024 by Allianz.
Gas taps present in labs.	Gas auto shut off present. No evidence of checks (4.10)

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; with protected stairwells from all floors in the centre and rear of the building. Fire exits open easily and in the direction of escape. Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

- The fire door to room S10 had a gap to the left and bottom of the door. **(5.1.9)**
- The fire door on the ground floor in Physics had a gap between the doors. **(5.1.9)**

Escape stairs all seen to be in good order.

One person with mobility issues present, however access to the floors can be used by lift, refuge areas and refuge phones are provided a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.
 Room S12 had a ceiling tile dislodged and missing fire boarding was observed. **(5.2.1)**
 Solid construction with wall linings of plasterboard/ plaster and brick/block.
 Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Room S0 has no directional signage above the door. (5.4.2) Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors. No "do not use the lift in the event of a fire" sign displayed near the lift. (5.4.3)				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Break-glass call points provided at all final exits/ fire exits.
Automatic fire detection provided throughout escape routes.
Fire panels zoned to assist in identifying the location of the fire/ activation.
Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Foam and CO2 extinguishers provided throughout corridors/escape routes.
No concerns over access to or placement of firefighting equipment.
Fire extinguishers serviced July 2023 / 2024. (extinguisher company was on site during the assessment)

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
 Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
 Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
 A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**

Fire drills are completed termly however no documented records were available. **(6.3.13)**

Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – 12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 No evidence of lightning protection service was available to view. **(6.4.10)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p>				
<p>Fire drills are not documented. Highlighted in 6.3.13. Fire safety training is completed and documented with a training matrix in place. Weekly fire alarm tests are documented. Monthly emergency lighting checks are not documented. Highlighted in 6.4.3. All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. science labs), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Slight Harm’**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and compartmentation. As such, the overall fire risk rating is **‘Tolerable’**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


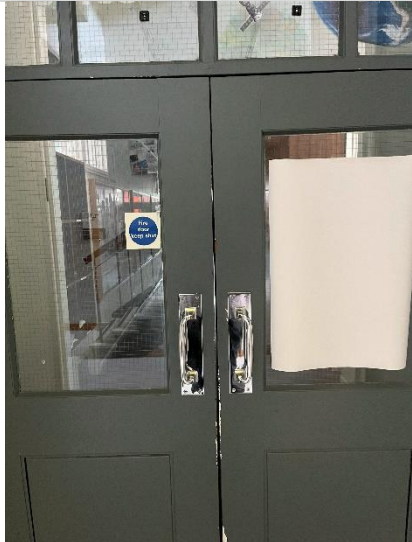
Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.



We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.



8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
4.10	Other Significant Fire Hazards	Gas taps present in labs. No evidence of checks	Check to make sure that all gas equipment and shut offs have been serviced and checked.	N/A	2

<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to room S10 had a gap to the left and bottom of the door.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door on the ground floor in Physics had a gap between the doors.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.</p>		<p>2</p>

5.2.1	Measures to Limit Fire Spread	Room S12 had a ceiling tile dislodged and missing fire boarding was observed	Replace the tile and install fire boarding where it was missing in the ceiling.		2
5.4.2	Fire Safety Signs / Notices	Room S0 has no directional signage above the door.	Install directional signage above the door which is to be used as a fire escape route.		4

<p>5.4.3</p>	<p>Fire Safety Signs / Notices</p>	<p>No “do not use the lift in the event of a fire” sign displayed near the lift.</p>	<p>Install a do not use the lift in the event of a fire” sign by the lift.</p>		<p>4</p>
<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>A fire box is present at the security lodge, however a key to open it was not available.</p>	<p>Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.</p>	<p>N/A</p>	<p>4</p>

<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>No zone diagram maps are present next to the fire alarm panels.</p>	<p>Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.</p>		<p>4</p>
<p>6.3.12</p>	<p>Instruction / Training</p>	<p>Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.</p>	<p>Ensure procedures and training is in place for the evacuation of persons with limited mobility.</p>		<p>3</p>

6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3
6.4.10	Testing / Maintenance	No evidence of lightening protection service was available to view.	Check lightening protection has been serviced.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School - The Old Gym (Dance and
Drama)

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	The Old Gym (Dance and Drama) , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

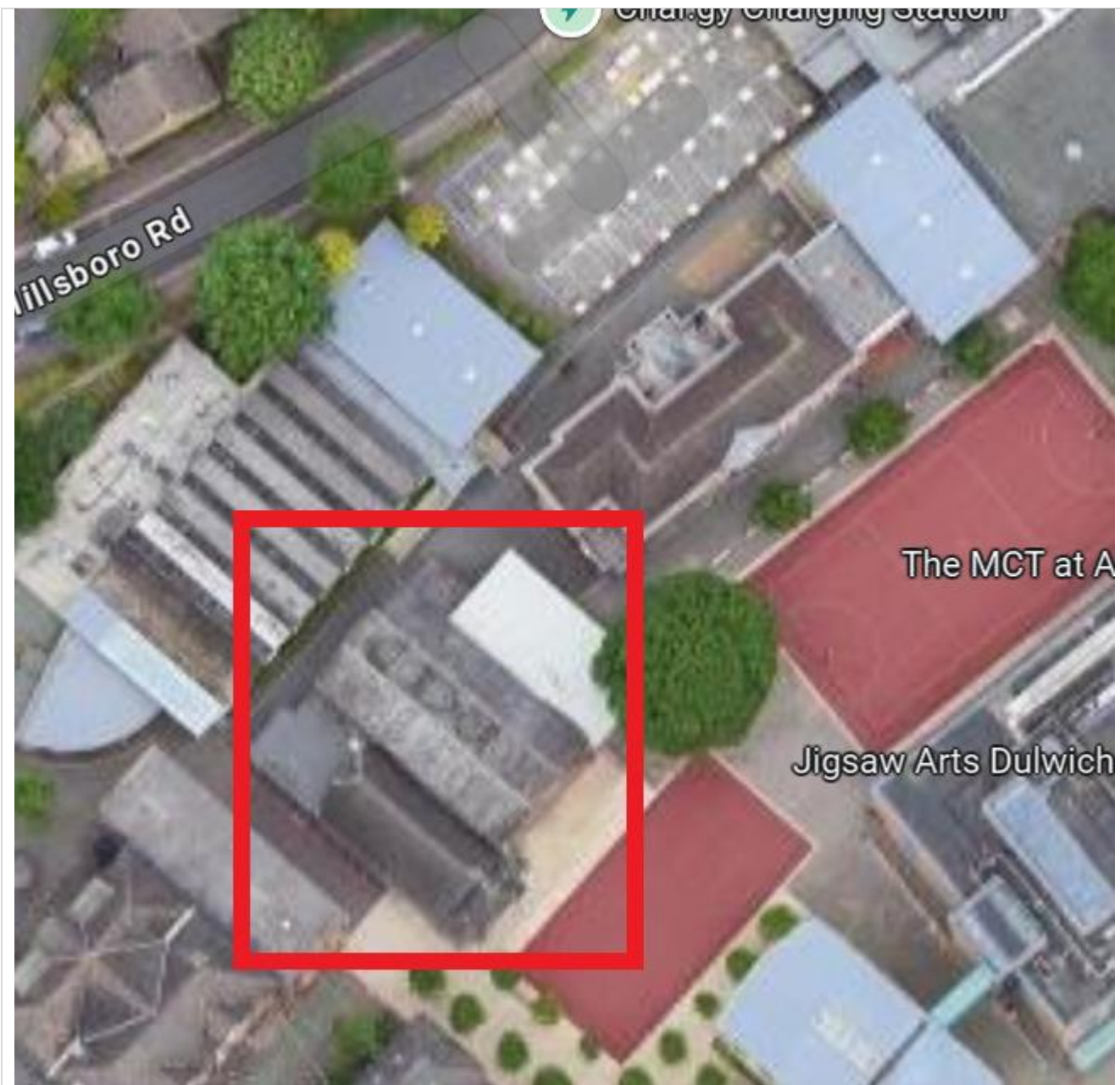
Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	616m ² based on building plans .
Use of Premises:	Educational premises, Dance and Drama studio, chaplaincy.
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



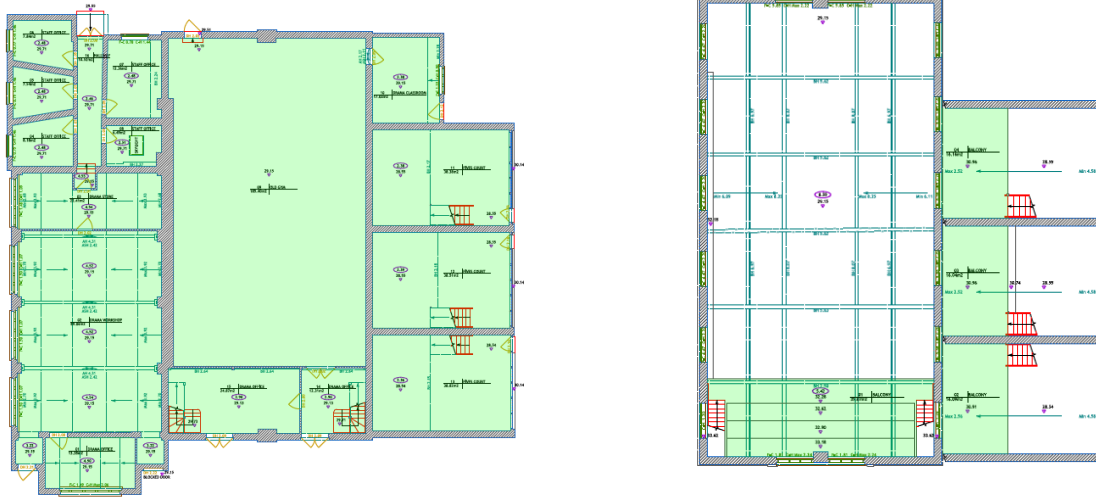
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 19/02/22 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads. An extension cable was hanging freely in the drama studio.(4.1.5) An extension plug was hanging down in the drama studio.(4.1.5)</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances identified.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
A large curtain is present in the studio.	It is unknown if the curtain is fire resistant. (4.10)

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; with exits at the front and back of the building.
 Fire exits open easily and in the direction of escape.
 Travel distances reasonable and acceptable for the use of the premises.
 Nominal fire doors present all closed easily.
 Escape walkways all seen to be in good order.
 One person with mobility issues present, however access is to the ground floor with stairs to a mezzanine level, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.
 Solid construction with wall linings of plasterboard/ plaster and brick/block.
 Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. No external emergency lighting viewed at the front of the building; however the building is used during daylight hours.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation.				

Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Foam and CO2 extinguishers provided throughout corridors/escape routes.
A foam fire extinguisher was on the floor with no tag and the pin was loose. **(5.6.2)**
No concerns over access to or placement of firefighting equipment.
Fire extinguishers serviced July 2023 / 2024.

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to the presence of children the likelihood of fire cannot reasonably be rated lower than **'Medium'**. The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits from the building would also ensure swift evacuation. There are concerns over some electrical equipment. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

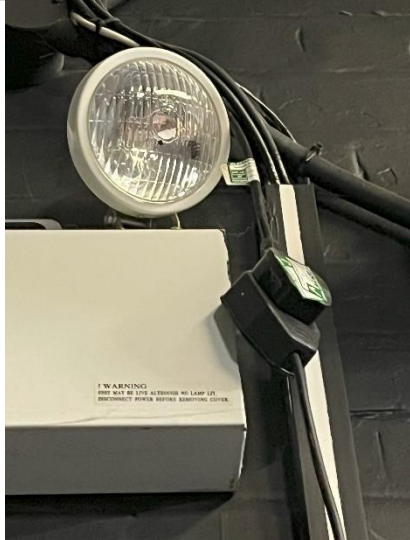
Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.



We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.1.5	Electrical Installation / Appliances / Leads	An extension cable was hanging freely in the drama studio.	Secure the extension cable to ensure they are not hanging freely as this may cause the wires to become unsecure.		3

<p>4.1.5</p>	<p>Electrical Installation / Appliances / Leads</p>	<p>An extension plug was hanging down in the drama studio.</p>	<p>Secure the extension cable to ensure they are not hanging freely as this may cause the wires to become unsecure.</p>		<p>3</p>
<p>4.4.1</p>	<p>Portable Heaters / Heating Installations</p>	<p>Gas safety certificate not available to view.</p>	<p>Check that certificates have been issued for boilers.</p>	<p>N/A</p>	<p>3</p>
<p>4.8.1 4.8.2 4.8.3</p>	<p>Contractors / Building Works</p>	<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.</p>	<p>Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.</p>	<p>N/A</p>	<p>3</p>

<p>4.10</p>	<p>Other Significant Fire Hazards</p>	<p>A large curtain is present in the studio and It is unknown if the curtain is fire resistant.</p>	<p>Check to see if the curtain is fire resistance if it is not treat the curtain with fire resisting spray.</p>		<p>3</p>
<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>A foam fire extinguisher was on the floor with no tag and the pin was loose.</p>	<p>Place the extinguisher on a hook or plinth. Ask your fire extinguisher company to review the extinguisher and replace the tag. NB. This may have already happened as the company was on site during the assessment</p>		<p>4</p>

6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3

6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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



AssuredPartners
HETTLE ANDREWS



Power
through
Partnership.

Fire Risk Assessment

Alleyn's School - Alleyn's Well, Swimming Pool,
Gymnasium

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alleyn's School
Industry / Trade:	Independent school.
Premises Address:	Alleyn's Well/ Swimming Pool/ Gymnasium Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas. Changing rooms due to the presence of children.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof and sheeted roof, Some cladding, unknown composition of the cladding.
No. of Floors:	2 Storey Swimming Pool 2 Storey Gymnasium 1 Storey Alley's Well.
Approx. Floor Area / Dimensions:	2354m2 based on building plans .
Use of Premises:	Educational premises, Wellness centre, swimming pool, changing rooms, gymnasium, offices, plant rooms
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



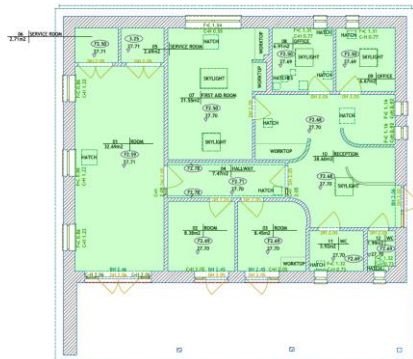
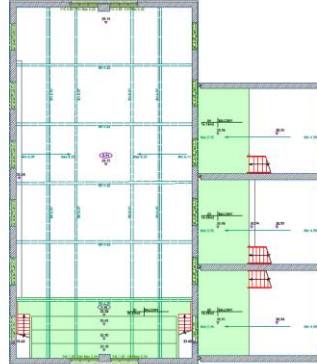
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory.
 No remedial actions outstanding as per the EICR.
 Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.
 Well room 3 has an electric fan which had no PAT. **(4.1.3)**
 Minimal use of extension leads.

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required. Card Pass access control system on gates/doors and these release on activation of the fire alarm. Security building at the main entrance which is staffed. Bins in gated yard behind kitchens, out of sight and at lower level than buildings.				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1) No portable heating devices seen to be present within this building.				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No kitchen present in this building.				

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No lightening protection observed.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good. Multiuse space plant room, no access to Distribution board as combustibles stored. (4.7.2) 1st floor AHU room combustible materials stored next to a Distribution board. (4.7.2)</p>				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)</p>				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances identified in this building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
No Significant Fire Hazards identified.	

5.0 Protective Measures

5.1 Means of Escape		YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Adequate fire exits provided from all areas; with protected stairwells from the first floor, external escape stairs from the 1st floor offices in the pool room. four exits on the ground floor.</p> <p>Fire exits open easily and in the direction of escape.</p> <p>Travel distances reasonable and acceptable for the use of the premises.</p>				

A couple of issues with fire doors identified:

- The fire door to the 1st floor viewing area had a gap between the doors. **(5.1.9)**
- The fire door to the 1st floor corridor had a gap between the doors. **(5.1.9)**

Escape stairs all seen to be in good order including the external escape which is enclosed.

One person with mobility issues present, however access to the 1st floor can be used by lift, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Compartmentation identified to a good standard. The pool plant room had holes in the walls next to services. (5.2.1) Solid construction with wall linings of plasterboard/ plaster and brick/block. Wall/floor/ceiling linings not likely to promote the spread of fire.				

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire signage displayed at all exits.
 There is a good amount of directional signage throughout.
 Notices are displayed alongside manual call points.
 Fire Assembly point noted on fire action notices.
 Signs are displayed above extinguishers.
 Signs are displayed on fire doors.
 No "do not use the lift in the event of a fire" sign displayed near the lift. **(5.4.3)**

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Break-glass call points provided at all final exits/ fire exits.
 Automatic fire detection provided throughout escape routes.
 Fire panels zoned to assist in identifying the location of the fire/ activation.
 Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
 Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.6 Fire Extinguishing Appliances / Systems	YES	NO	N/A
Comments / Observations / Deficiencies:			
<p>Foam and CO2 extinguishers provided throughout corridors/escape routes. A foam fire extinguisher in the basketball court was on the floor with no tag. (5.6.2) No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024. (extinguisher company was on site during the assessment)</p>			

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
 Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
 Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
 A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – 12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5 Records		YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Fire drills are not documented. Highlighted in 6.3.13. Fire safety training is completed and documented with a training matrix in place. Weekly fire alarm tests are documented. Monthly emergency lighting checks are not documented. Highlighted in 6.4.3. All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. Plant rooms), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Slight Harm’**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and combustible material storage. As such, the overall fire risk rating is **‘Tolerable’**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.



Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

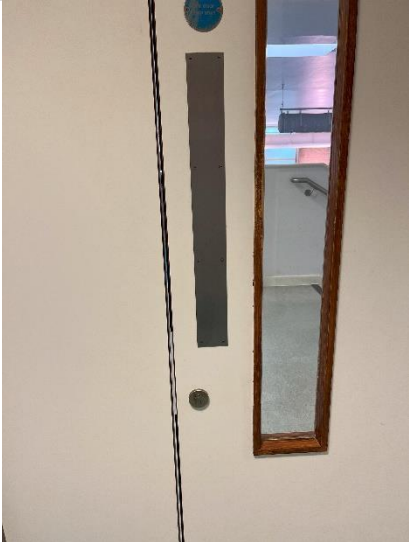
We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.



8.2 Actions Required


Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.1.3	Electrical Installation / Appliances / Leads	Well room 3 has an electric fan which had no PAT	Complete PAT testing on the item.		3
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3

4.7.2	Housekeeping / Combustibles	Multiuse space plant room, no access to Distribution board as combustibles stored.	Remove combustible materials from the Distribution board.		3
4.7.2	Housekeeping / Combustibles	1 st floor AHU room combustible materials stored next to a Distribution board.	Remove combustible materials from the Distribution board.		3

<p>4.8.1 4.8.2 4.8.3</p>	<p>Contractors / Building Works</p>	<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.</p>	<p>Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.</p>	<p>N/A</p>	<p>3</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the 1st floor viewing area had a gap between the doors.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.</p>		<p>2</p>

5.1.9	Means of Escape	The fire door to the 1 st floor corridor had a gap between the doors	Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.		2
5.2.1	Measures to Limit Fire Spread	The pool plant room had holes in the walls next to services.	Fill in any holes with fire resisting material such as fire foam.		2

<p>5.4.3</p>	<p>Fire Safety Signs / Notices</p>	<p>No “do not use the lift in the event of a fire” sign displayed near the lift.</p>	<p>Install a do not use the lift in the event of a fire” sign by the lift.</p>		<p>4</p>
<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>A foam fire extinguisher in the basketball court was on the floor with no tag.</p>	<p>Ask your fire extinguisher company to review the extinguisher and replace the tag and place on a hook or plinth. NB. This may have already happened as the company was on site during the assessment.</p>		<p>4</p>

6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3

6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment

Alleyn's School – Wolfenden Sports Hall

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Wolfenden Sports Hall , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with sheet roofing.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	2402m2 based on building plans.
Use of Premises:	Educational premises, Sports Hall, Offices, Fitness Suites
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



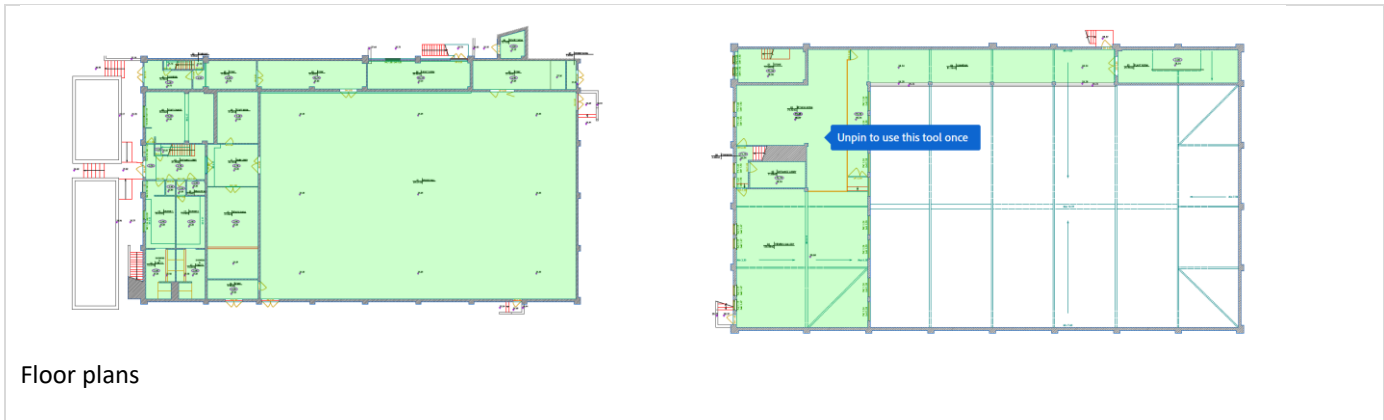
Site Plan



Aerial View of Building



Picture of the building



3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No lightening protection observed.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances in the building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
No other significant fire hazards identified.	

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, four exits on the ground floor.

Fire exits open easily and in the direction of escape.

Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

- The fire door in the corridor had a gap at the bottom of the door **(5.1.9)**
- The fire door to the weights and fitness suite has a at the bottom of the door. **(5.1.9)**
- The PE office fire door which is on a fire escape route was held open. **(5.1.9)**

Escape stairs/external walkways all seen to be in good order.

One person with mobility issues present, however access to the 1st floor is by stairs, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard apart from a couple of minor issues.

A ceiling tile was dislodged on the first floor. **(5.2.1)**

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors. The PE office has no "Fire door, Keep Shut" sign on the door. (5.4.3)</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Foam and CO2 extinguishers provided throughout corridors/escape routes. 3 fire extinguishers were on the floor on the ground floor near the entrance to the sports hall. (5.6.2) A fire extinguisher has a missing tag by the main entrance. (5.6.2) No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024.				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
 Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
 Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
 A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to the presence of children, the likelihood of fire cannot reasonably be rated lower than **'Medium'**. The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

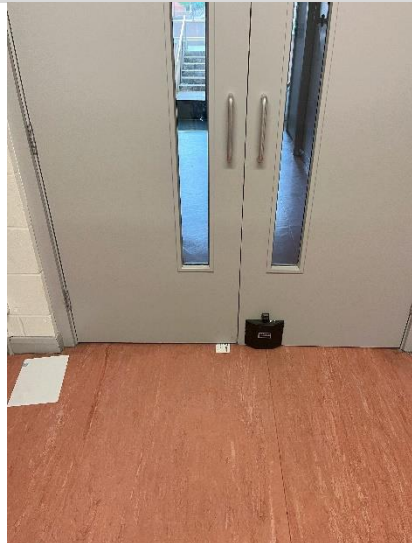
Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.



Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

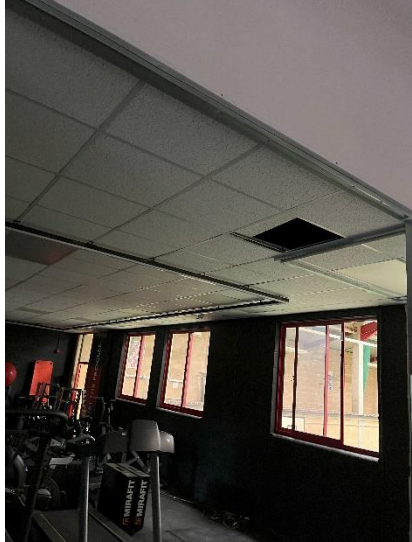

We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.


8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
5.1.9	Means of Escape	The fire door in the corridor had a gap at the bottom of the door	Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.		2

<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the weights and fitness suite has a at the bottom of the door.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of al fire doors by a competent person to review them.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The PE office fire door which is on a fire escape route was held open.</p>	<p>Communicate to staff the importance of ensuring fire doors are not left open when the room is unoccupied to reduce the spread of fire.</p>		<p>2</p>

<p>5.2.1</p>	<p>Measures to Limit Fire Spread</p>	<p>A ceiling tile was dislodged on the first floor.</p>	<p>Replace the tile.</p>		<p>3</p>
<p>5.4.3</p>	<p>Fire Safety Signs / Notices</p>	<p>The PE office has no "Fire door, Keep Shut" sign on the door.</p>	<p>The fire door is on an escape route and was being held open. Place a Fire door, Keep Shut" sign on the door</p>		<p>4</p>

<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>3 fire extinguishers were on the floor on the ground floor near the entrance to the sports hall.</p>	<p>Place the extinguisher on a hook or plinth.</p>		<p>4</p>
<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>A fire extinguisher has a missing tag by the main entrance.</p>	<p>Ask your fire extinguisher company to review the extinguisher and replace the tag. NB. This may have already happened as the company was on site during the assessment.</p>		<p>4</p>

6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3

6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment

Alleyn's School – 6th Form Centre, Fenner Library

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	6th Form Centre/ Fenner Library Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	2 Storey Ground floor – 6 th form centre 1 st Floor – Fenner Library
Approx. Floor Area / Dimensions:	792m2 based on building plans .
Use of Premises:	Educational premises, 6th form centre, Kitchen, Library
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



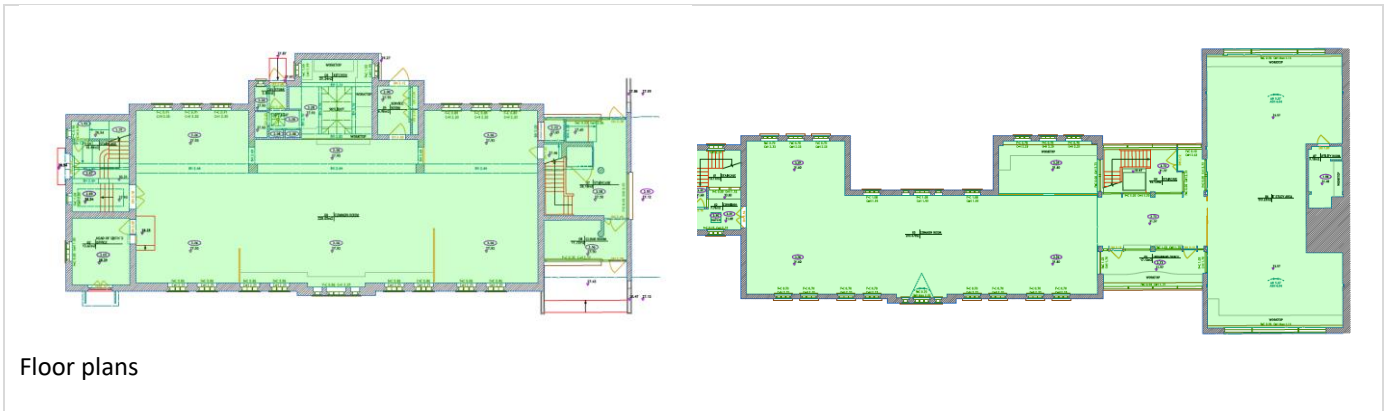
Site Plan



Aerial View of Building



Picture of the building



3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 15/09/22 and deemed satisfactory. No remedial actions outstanding as per the EICR. In the Fenner library by the printer there is a gap in the trunking next to a plug socket with exposed cables. (4.1.2) Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

The cleanliness of the kitchen was to a good standard.
 Catering gas appliances serviced by Micbex Engineering on 17/07/2024.
 Deep cleaning of the ductwork took place on 17/08/2023 by TWO cleaning and maintenance.
 Means of isolating gas supply (stop button) present within kitchen near deep fat fryer.
 Extinguishers (including Wet Chemical) in place in kitchen, as well as fire blankets. No fire suppression.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.8	Contractors / Building Works	YES	NO	N/A
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances identified in this building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Tumble Dryer in the kitchen.	A build up of lint was observed. (4.10) .

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; with two protected stairwells from the first floor, four exits on the ground floor. Fire exits open easily and in the direction of escape. Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

The fire door to the seating area in the 6th form had a gap between the doors. **(5.1.9)**

The Library fire door had a gap between the door and wont close. **(5.1.9)**

The fire door to the librarian office was wedged open. **(5.1.9)**

Escape stairs all seen to be in good order.

One person with mobility issues present, however access to the 1st floor can be used by lift, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors. No "do not use the lift in the event of a fire" sign displayed near the lift. (5.4.3)</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Foam and CO2 extinguishers provided throughout corridors/escape routes. A foam fire extinguisher by the main entrance had no tag and the pin was out . (5.6.2) Fire extinguishers were blocked in the canteen. (5.6.2) No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024. (extinguisher company was on site during the assessment)</p>				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – 12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire drills are not documented. Highlighted in 6.3.13.</p> <p>Fire safety training is completed and documented with a training matrix in place.</p> <p>Weekly fire alarm tests are documented.</p> <p>Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.</p> <p>All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. Kitchen), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Slight Harm’**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and lint build up in the tumble dryer. As such, the overall fire risk rating is **‘Tolerable’**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


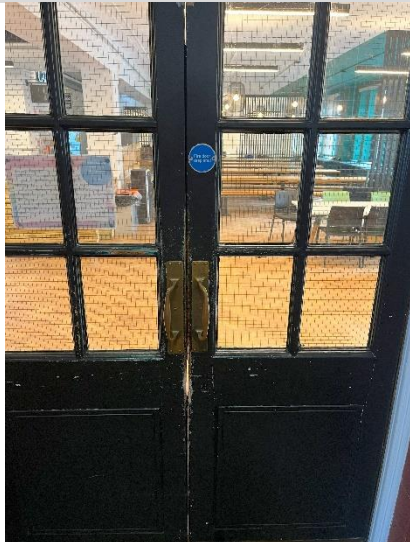
Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

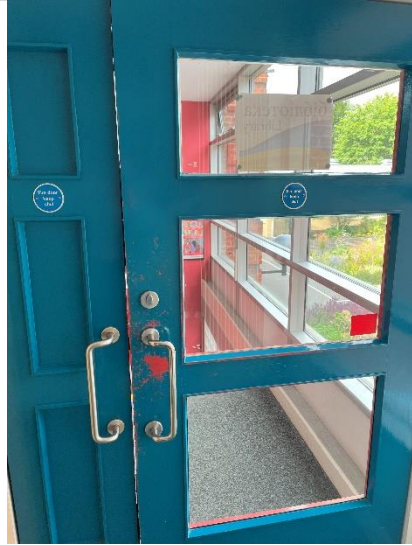

We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.


8.2 Actions Required


Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.1.2	Electrical Installation / Appliances / Leads	In the Fenner library by the printer there is a gap in the trunking next to a plug socket with exposed cables	Engage a competent person to remove gaps in the trunking to ensure no cables are exposed.		2
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3

<p>4.10</p>	<p>Other Significant Fire Hazards</p>	<p>A tumble Dryer is in the kitchen and a build up of lint was observed</p>	<p>Remove the lint tray regularly as this is a major cause of fires. Complete regular checks as part of a site walk around and inform staff the importance of keeping it clean.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the seating area in the 6th form had a gap between the doors.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.</p>		<p>2</p>

<p>5.1.9</p>	<p>Means of Escape</p>	<p>The Library fire door had a gap between the door and wont close.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of al fire doors by a competent person to review them.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the librarian office was wedged open.</p>	<p>Communicate to staff the importance of ensuring fire doors are not left open when the room is unoccupied to reduce the spread of fire.</p>		<p>2</p>

<p>5.4.3</p>	<p>Fire Safety Signs / Notices</p>	<p>No “do not use the lift in the event of a fire” sign displayed near the lift.</p>	<p>Install a do not use the lift in the event of a fire” sign by the lift.</p>		<p>4</p>
<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>A foam fire extinguisher by the main entrance had no tag and the pin was out.</p>	<p>Ask your fire extinguisher company to review the extinguisher and replace the tag and pin. NB. This may have already happened as the company was on site during the assessment.</p>		<p>4</p>

<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>Fire extinguishers were blocked in the canteen.</p>	<p>Ensure extinguishers are not blocked and perform regular checks.</p>		<p>4</p>
<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>A fire box is present at the security lodge, however a key to open it was not available.</p>	<p>Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.</p>	<p>N/A</p>	<p>4</p>

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher	N/A	3

		doors/Fire exits. Fire extinguisher checks. Escape routes.	checks in the form of a logbook or electronically.		
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Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School – Art, Food, Technology

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Art, Food & Technology building, Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	3 Storey
Approx. Floor Area / Dimensions:	1716m2 based on building plans .
Use of Premises:	Educational premises, Art Classrooms, Technology classrooms, Food Classrooms
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



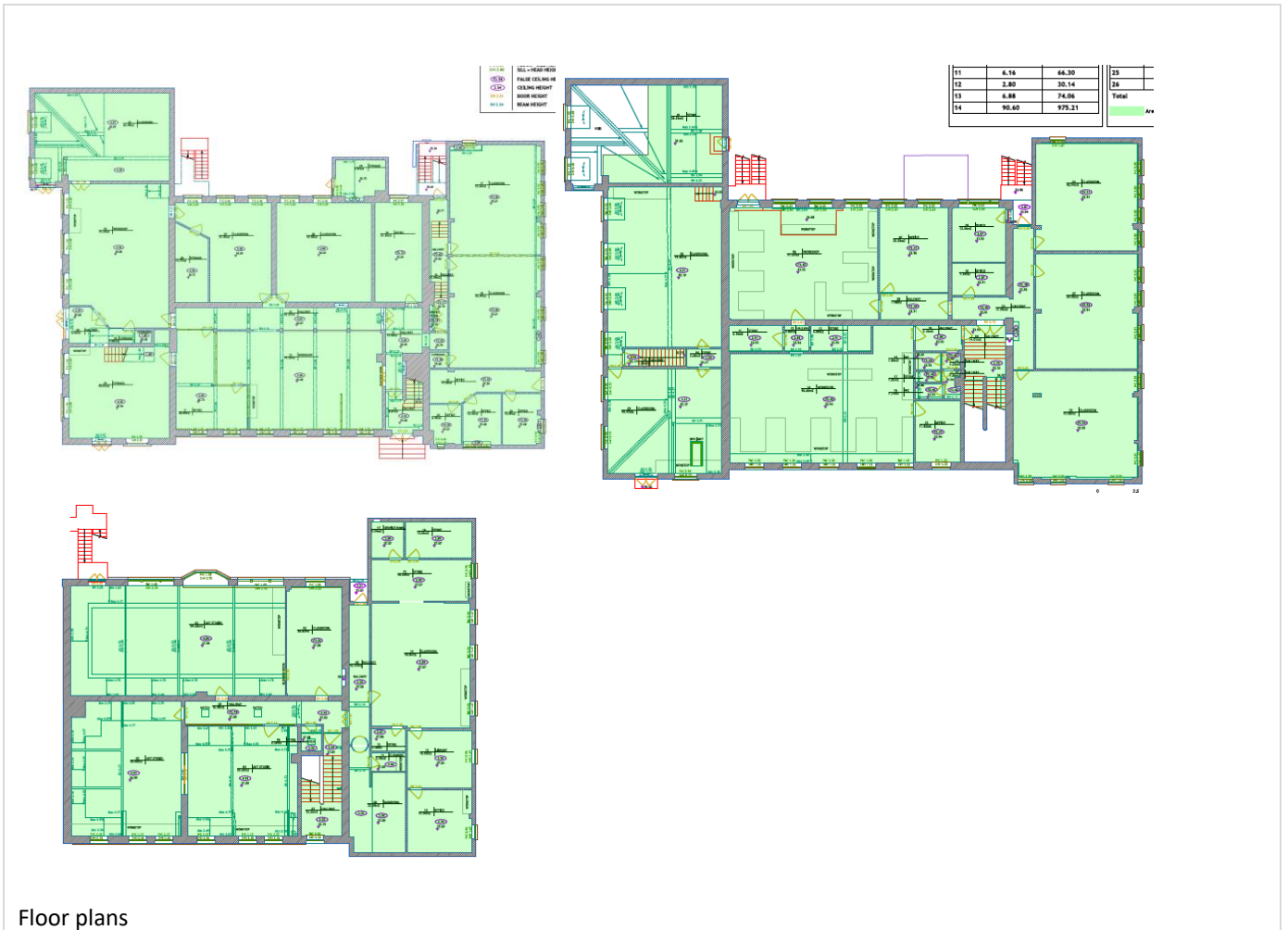
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 25/07/22 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Housekeeping is to a good standard
 Gas hob cookers are present in the food classroom.
 A gas safe certificate for cookers in the food classroom. Was not available to view. **(4.5.2)**
 Gas shut off system present in the room.
 Fire extinguishers present.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No lightning protection system was observed.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.8	Contractors / Building Works	YES	NO	N/A
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Welding gas is located in the building and secured on a trolley. Polishes, Spray paints and other flammable substances stored in a flammables cabinet.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Kiln present in the Art room	Serviced by Essex Kilns Ltd 17/07/2024.
Welding equipment.	Designated welding area with welding curtains present. Gas bottled secured.
Hot surfaces & D&T equipment	LEV serviced by Allianz on 13/02/2024.
Tumble Dryer.	A build up of lint was observed. (4.10) .

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; main stairwell and external emergency exit, exits on the ground floor. Two external emergency stairwells.

Fire exits open easily and in the direction of escape.

Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

- The fire door to the corridor to D&T has a gap at the bottom of the door.(5.1.9)
- By art the Fire door wont close in the corridor.(5.1.9)
- Home economics Fire door wont close.(5.1.9)
- 2nd floor Art room had a gap at the bottom of the fire door.(5.1.9)
- Room C20 had a gap at the bottom of the fire door.(5.1.9)

Escape stairs/external walkways all seen to be in good order.

2 x external fire escapes had a build up of debris.(5.1.12)

One person with mobility issues present, however access to the 1st floor is by stairs, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Compartmentation identified to a good standard apart from a couple of minor issues. A ceiling tile in room C13 was missing. (5.2.1) A ceiling tile was broken in room C7. (5.2.1) Solid construction with wall linings of plasterboard/ plaster and brick/block. Wall/floor/ceiling linings not likely to promote the spread of fire.				

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

Fire signage displayed at all exits.
 There is a good amount of directional signage throughout.
 Room C7 had multiple doors with no fire exit signs. **(5.4.2)**
 Notices are displayed alongside manual call points.
 Fire Assembly point noted on fire action notices.
 Signs are displayed above extinguishers.
 Signs are displayed on fire doors.

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024.				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises				

6.2	Evacuation Procedures	Yes	No	N/A
	(Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building. Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.			

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**

Fire drills are completed termly however no documented records were available. **(6.3.13)**

Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.</p> <p>Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.</p> <p>6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.</p> <p>Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.</p> <p>Monthly 'flick testing' is not documented. (6.4.3)</p>				

Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ Gas cookers, Welding equipment), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.



Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.



We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

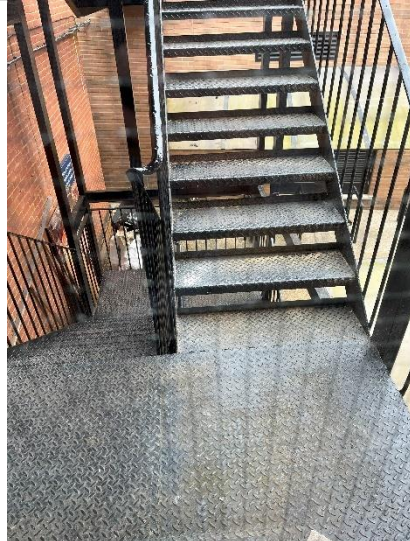
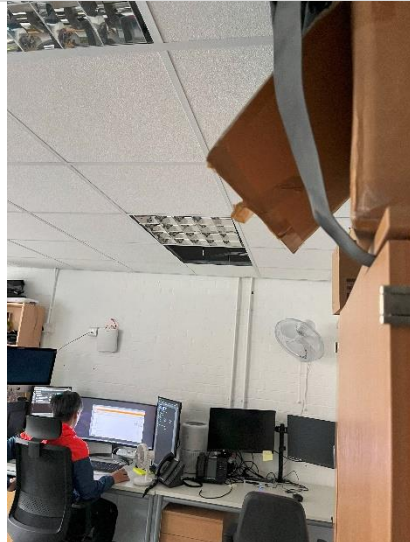
8.2 Actions Required



Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.5.2	Cooking / Kitchens	Gas safety certificate not available to view for gas hob cookers.	Check that certificates have been issued for gas hob cookers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3


<p>4.10</p>	<p>Other Significant Fire Hazards</p>	<p>A tumble Dryer is in the building and a build up of lint was observed</p>	<p>Remove the lint tray regularly as this is a major cause of fires. Complete regular checks as part of a site walk around and inform staff the importance of keeping it clean.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the corridor to D&T has a gap at the bottom of the door.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them</p>		<p>2</p>

<p>5.1.9</p>	<p>Means of Escape</p>	<p>By art the Fire door wont close in the corridor.</p>	<p>Perform maintenance on the door to ensure it closes. Consider completing a survey of al fire doors by a competent person to review them</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>Home economics Fire door wont close.</p>	<p>Perform maintenance on the door to ensure it closes. Consider completing a survey of al fire doors by a competent person to review them</p>		<p>2</p>

<p>5.1.9</p>	<p>Means of Escape</p>	<p>2nd floor Art room had a gap at the bottom of the fire door.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>Room C20 had a gap at the bottom of the fire door.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them</p>		<p>2</p>

5.1.12	Means of Escape	2 x external fire escapes had a build up of debris	Clean the escape stairs to remove any debris which may pose a slip, trip hazard.		3
5.2.1	Measures to Limit Fire Spread	A ceiling tile in room C13 was missing.	Replace the tile.		3

5.2.1	Measures to Limit Fire Spread	A ceiling tile was broken in room C7.	Replace the tile.		3
5.4.2	Fire Safety Signs / Notices	Room C7 had multiple doors with no fire exit signs	Install fire directional signage above the doors which are being used as a fire escape route. .		4

6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3

6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School – Dining Hall

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alleyn's School
Industry / Trade:	Independent school.
Premises Address:	Dining Hall Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a slanted roof
No. of Floors:	1 Storey
Approx. Floor Area / Dimensions:	912m2 based on building plans .
Use of Premises:	Dining Hall, Kitchen
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



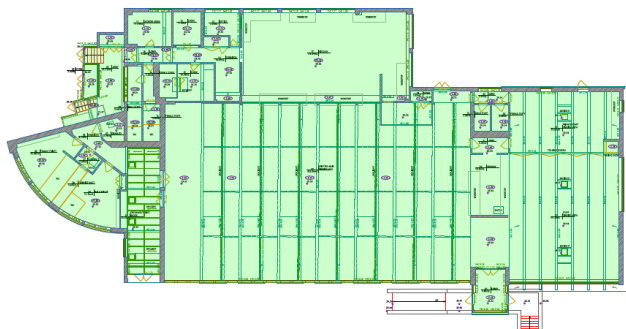
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

The cleanliness of the kitchen was to a good standard.
 Catering gas appliances serviced by Micbex Engineering on 17/07/2024.
 Deep cleaning of the ductwork took place on 17/08/2023 by TWO cleaning and maintenance.
 Means of isolating gas supply (stop button) present within kitchen next to the Wet Chemical extinguisher.
 Extinguishers (including Wet Chemical) in place in kitchen, as well as fire blankets.
 Ansul Fire suppression system serviced by Global Fire and Security on 16/07/2024.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.8	Contractors / Building Works	YES	NO	N/A
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances identified in this building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
No other significant hazards identified.	

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; with several exits on the ground floor leading from the dining area and also from the back of the kitchen.

Fire exits open easily and in the direction of escape.

Travel distances reasonable and acceptable for the use of the premises.

Minimal amount of fire doors located in the building as it is largely open plan, one issue with the fire door identified:

The fire door to the seating area in the Dining Hall had a gap between the doors. **(5.1.9)**

One person with mobility issues present, however several means of escape are present and the building is single storey, a PEEP will be devised, for the pupil with mobility issues.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3 Emergency Escape Lighting		YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors.				

5.4 Fire Safety Signs / Notices		YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.				

5.5 Means to Give Warning of Fire		YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024. (extinguisher company was on site during the assessment)</p>				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5 Records		YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Fire drills are not documented. Highlighted in 6.3.13. Fire safety training is completed and documented with a training matrix in place. Weekly fire alarm tests are documented. Monthly emergency lighting checks are not documented. Highlighted in 6.4.3. All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. Kitchen), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Slight Harm’**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over a fire door. As such, the overall fire risk rating is **‘Tolerable’**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.

Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
5.1.9	Means of Escape	The fire door to the seating area in the Dining Hall had a gap between the doors	Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of all fire doors by a competent person to review them.		2

6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.	N/A	4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment

Alleyn's School - D&T, Duke Of Edinburgh

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Design & Technology / Duke of Edinburgh Building , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	233m2 based on building plans .
Use of Premises:	Educational premises, Design and technology rooms, Duke of Edinburgh rooms.
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



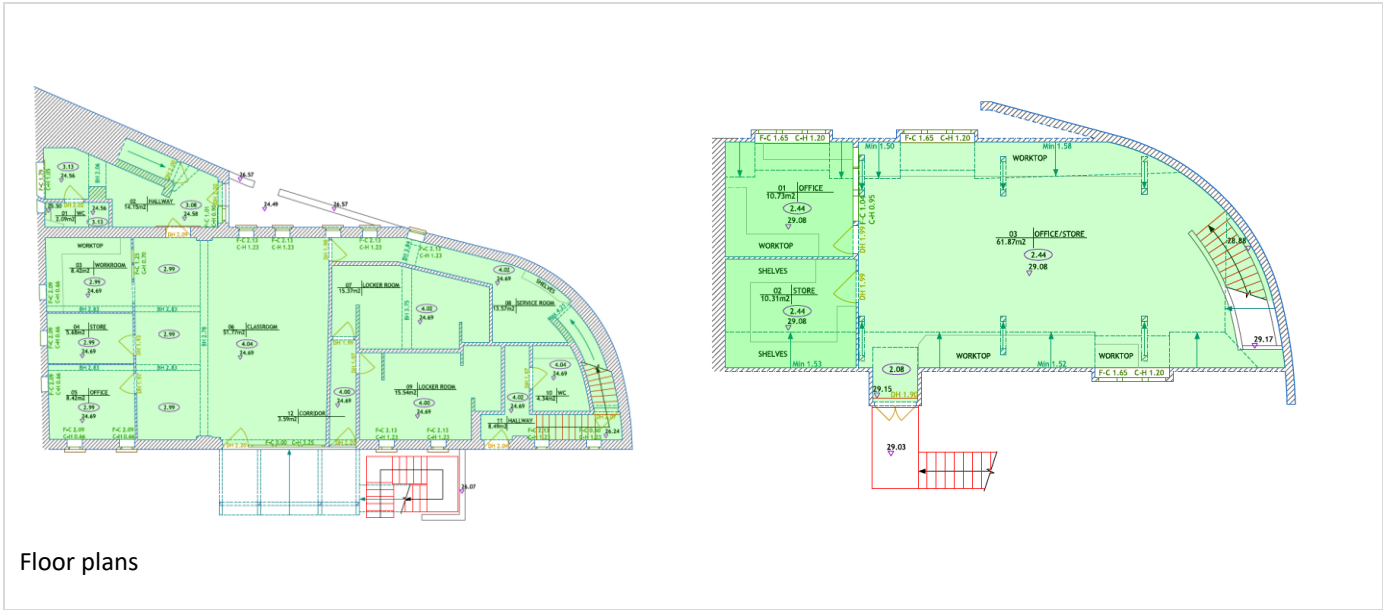
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0 People at Risk		
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 07/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.				
No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Flammable items such as small containers of fuel, camp gas stove canisters and flammable hand gels are stored on a shelf and desk near the first-floor fire exit. (4.9.1,4.9.2)				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Kiln in art room	Serviced by Kilns & Furnaces 28/11/2023.

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, three exits on the ground floor.

Fire exits open easily and in the direction of escape.

Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

The fire door to the kiln room has only 2 hinges, unable to clarify resistance of the door **(5.1.9)**

Escape stairs/external walkways all seen to be in good order.

One person with mobility issues present, however access to the 1st floor is by stairs, a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard apart from a couple of minor issues.

A hole was visible from the art office to the art room next to service pipes. **(5.2.1)**

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments / Observations / Deficiencies:

Break-glass call points provided at all final exits/ fire exits.
 Automatic fire detection provided throughout escape routes.
 Fire panels zoned to assist in identifying the location of the fire/ activation.
 Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
 Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Foam and CO2 extinguishers provided throughout corridors/escape routes.
 A fire extinguisher was on the floor next to the changing rooms. **(5.6.2)**
 No concerns over access to or placement of firefighting equipment.
 Fire extinguishers serviced July 2023 / 2024.

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.



Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
4.9.1 4.9.2	Dangerous Substances	Flammable items such as small containers of fuel, camp gas stove canisters and flammable hand gels are stored on a shelf and desk near the first-floor fire exit.	Place all hazardous flammable substances and containers in a suitable area such as a flammables cabinet.		3

<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door to the kiln room has only 2 hinges, unable to clarify resistance of the door.</p>	<p>The door should have 3 hinges and be a minimum of FD30 due to the high-risk nature of the kiln.</p>		<p>3</p>
<p>5.2.1</p>	<p>Measures to Limit Fire Spread</p>	<p>A hole was visible from the art office to the art room next to service pipes.</p>	<p>Fill in any holes with fire resisting material such as fire foam.</p>		<p>3</p>

<p>5.6.2</p>	<p>Fire Extinguishing Appliances / Systems</p>	<p>A fire extinguisher was on the floor next to the changing rooms.</p>	<p>Place the extinguisher on a hook or plinth.</p>		<p>4</p>
<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>A fire box is present at the security lodge, however a key to open it was not available.</p>	<p>Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.</p>	<p>N/A</p>	<p>4</p>

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher	N/A	3

		doors/Fire exits. Fire extinguisher checks. Escape routes.	checks in the form of a logbook or electronically.		
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Appendices

Appendix 1: Use of Data

Appendix 1: 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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through
Partnership.

Fire Risk Assessment
Alleyn's School – Lower School

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Lower School , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Modern Brick and block construction.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	1217m2 based on building plans .
Use of Premises:	Educational premises, Classrooms,
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



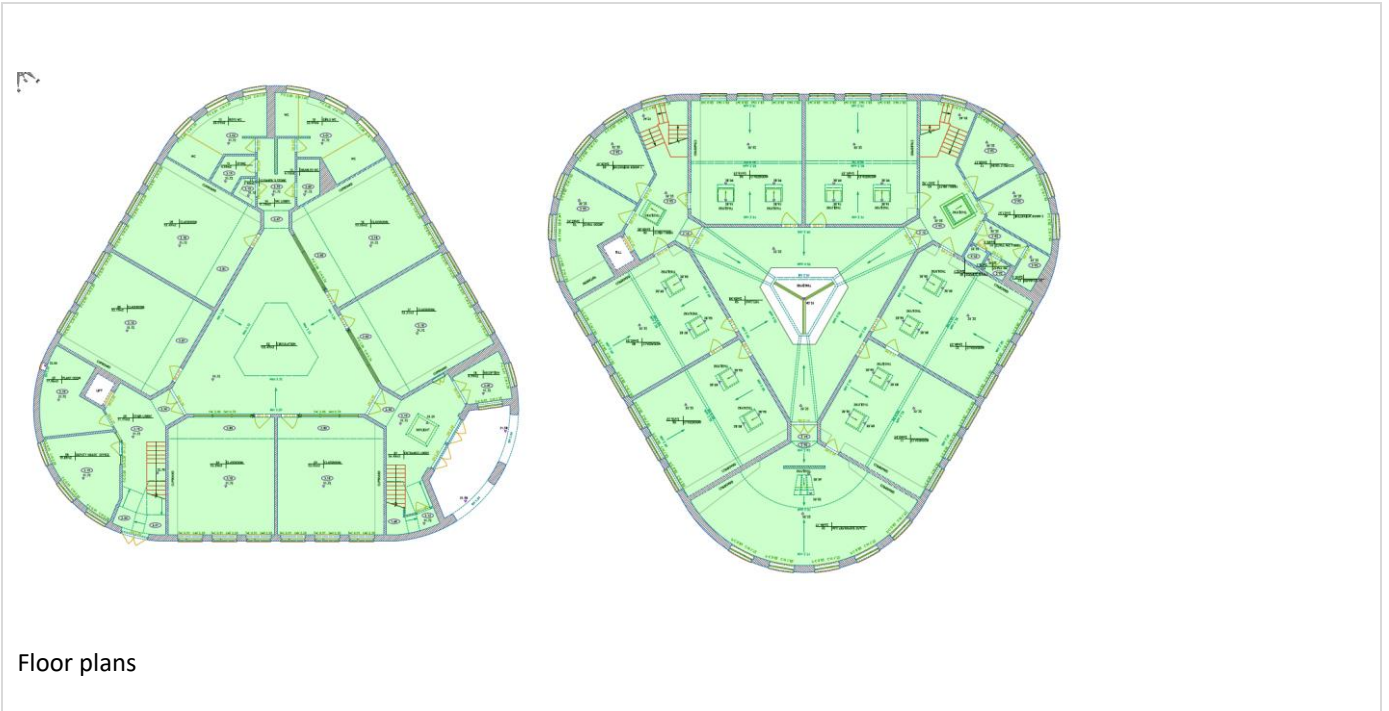
Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory. No remedial actions outstanding as per the EICR. Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No lightening protection observed.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good. Combustibles stored next to the stairs.(4.7.4)				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.				
No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
NO dangerous substances identified.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
No other hazards identified.	

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; with two protected stairwells from the first floor to ground level in the building. Fire exits open easily and in the direction of escape. Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

- The fire door in the protected stairwell won't close completely. **(5.1.9)**
- The fire door on the ground floor was propped open. **(5.1.9)**

Escape stairs all seen to be in good order.

An E-Bike was stored in the protected stairwell. **(5.1.11)**

One person with mobility issues present, however access to the floors can be used by lift, refuge areas and refuge phones are provided a PEEP will be devised, good escape access from the ground floor.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.

The 1st floor ceiling material it is unknown if it is fire resisting. **(5.2.2)**

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage displayed at all exits.</p> <p>There is a good amount of directional signage throughout.</p> <p>Notices are displayed alongside manual call points.</p> <p>Fire Assembly point noted on fire action notices.</p> <p>Signs are displayed above extinguishers.</p> <p>Signs are displayed on fire doors.</p> <p>No "do not use the lift in the event of a fire" sign displayed near the lift. (5.4.3)</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024. (extinguisher company was on site during the assessment)</p>				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5 Records		YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments / Observations / Deficiencies:</p> <p>Fire drills are not documented. Highlighted in 6.3.13. Fire safety training is completed and documented with a training matrix in place. Weekly fire alarm tests are documented. Monthly emergency lighting checks are not documented. Highlighted in 6.4.3. All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being small children, the likelihood of fire cannot reasonably be rated lower than **'Medium'**. The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and E-Bike storage. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

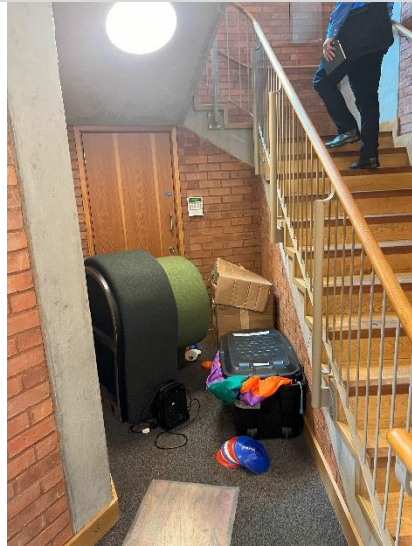
Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.



Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


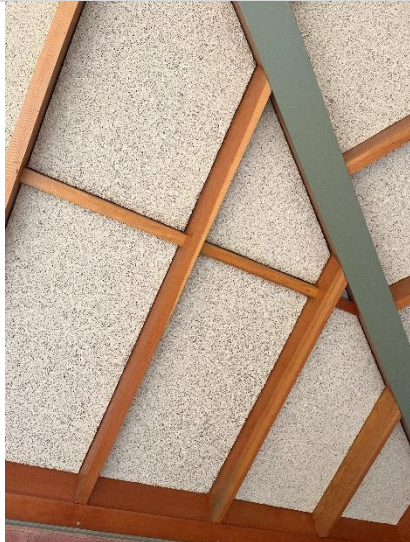
We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.7.4	Housekeeping / Combustibles	Combustibles stored next to the stairs.	As this is a fire escape route, combustible materials should not be stored in the stairwell and checks should be made to ensure it remains clear.		2
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3

<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door In the protected stairwell wont close completely.</p>	<p>Perform maintenance on the door to ensure no gaps are present. Consider completing a survey of al fire doors by a competent person to review them.</p>		<p>2</p>
<p>5.1.9</p>	<p>Means of Escape</p>	<p>The fire door on the ground floor was propped open.</p>	<p>Communicate to staff the importance of keeping fire doors shut, especially when they leave the room.</p>		<p>2</p>

<p>5.1.11</p>	<p>Means of Escape</p>	<p>An E-Bike was stored in the protected stairwell.</p>	<p>These can be a cause of fires and should not be stored in a protected stairwell.</p>		<p>2</p>
<p>5.2.2</p>	<p>Measures to Limit Fire Spread</p>	<p>The 1st floor ceiling material it is unknown if it is fire resisting.</p>	<p>Check the building H&S file to ensure the ceiling is made of fire-resistant material. If it cannot be determined speak to an expert who will take a sample and check if the material is fire resistant.</p>		<p>2</p>

5.4.3	Fire Safety Signs / Notices	No "do not use the lift in the event of a fire" sign displayed near the lift.	Install a do not use the lift in the event of a fire" sign by the lift.		4
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.	N/A	4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3

6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3
6.4.10	Testing / Maintenance	No evidence of lightening protection service was available to view.	Check lightening protection has been serviced.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment

Alleyn's School – The Hooper Music School

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	The Hooper Music School , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	666m ² based on building plans.
Use of Premises:	Educational premises, music rooms for instruments and voices
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



Site Plan



Aerial View of Building



Picture of the building



Ground Floor



First Floor

Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.

3.0	People at Risk	
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 18/08/2022 and deemed satisfactory.</p> <p>No remedial actions outstanding as per the EICR.</p> <p>Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.</p> <p>Minimal use of extension leads.</p>				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023.</p> <p>No smoking areas or any smoking permitted.</p> <p>No breaches of the smoking policy were determined within the buildings.</p>				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.
 Card Pass access control system on gates/doors and these release on activation of the fire alarm.
 Security building at the main entrance which is staffed.
 Bins in gated yard behind kitchens, out of sight and at lower level than buildings.

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. **(4.4.1)**
 .
 No portable heating devices seen to be present within this building.

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.				
No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances stored in the building				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; There are two emergency exits from the first floor, five exits on the ground floor.

Issues with fire doors identified:

Fire doors are held open with Dorguard devices many failed to operate on the activation of the fire alarm sounders **(5.1.9)**
 Fire doors self-closing devices on several doors are not effectively closing doors onto their stops. **(5.1.9)**

Escape routes:

The first-floor corridor has instrument storage which is reducing the width of the means of escape corridor **(5.1.11)**
 Fire Door to the staff room number 34 has the glass door panel obscured. **(5.1.11)**
 The final fire exit double doors from the Lanchbery rehearsal room the panic bar is not working correctly and the doors are very stiff to open. **(5.1.11)**

Escape stairs/external walkways all seen to be in good order.

No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard.
 Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage not displayed at all exits. (5.4.1)</p> <p>There is a very old fire exit sign over the door to room 10 (5.4.1)</p> <p>There is a good amount of directional signage throughout.</p> <p>Notices are not displayed alongside all manual call points and are missing Fire Assembly point missing on fire action notices.. (5.4.3)</p> <p>The thumb turn locks in room 10 & 11 do not have signs showing how to open the locks. (5.4.3)</p> <p>Signs are displayed above extinguishers.</p> <p>Signs are displayed on fire doors.</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours. Fire alarm panel shows the sounders are isolated (5.5.6)</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Foam and CO2 extinguishers provided throughout corridors/escape routes. A water fire extinguisher sign was on the wall to the entrance hall however, the extinguisher was missing. (5.6.2) A number of fire extinguishers has had pull tights seals missing (5.6.2) Fire extinguishers serviced July 2023 / 2024.</p>				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.
 Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.
 Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.
 A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required, and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.



We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.

Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.



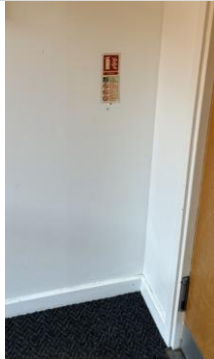
8.2 Actions Required


Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
5.1.9	Means of Escape	<ul style="list-style-type: none"> • Fire doors are held open with Dorguard devices many failed to operate on the activation of the fire alarm sounders • Fire Door to the staff room number 34 has the glass door panel obscured. 	<ul style="list-style-type: none"> • Fire door Dorguards are to be checked to ensure they are working correctly and operate on the activation of the fire alarm. • A regular check of fire doors is to be undertaken to ensure all fire doors are effectively self-closing on to their stops. 		2

<p>5.1.9</p>	<p>Means of Escape</p>	<ul style="list-style-type: none"> • The first-floor corridor has instrument storage which is reducing the width of the means of escape corridor. • Fire Door to the staff room number 34 has the glass door panel obscured. • The final fire exit double doors from the Lanchbery rehearsal room the panic bar is not working correctly and the doors are very stiff to open 	<ul style="list-style-type: none"> • The instrument storage is to be removed to ensure the width of the escape route. • The obscuration should be removed to ensure there is a view into the room in the event of a fire the content of the room can be seen • The fire exit doors to be repaired and the panic bar rectified so the doors can be used efficiently in the event of an evacuation. 		<p>3</p>
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<p>5.4.1</p>	<p>Fire Safety Signs and notices</p>	<ul style="list-style-type: none"> • Fire signage not displayed at all exits. • There is a very old fire exit sign over the door to room 10. 	<ul style="list-style-type: none"> • All fire exit doors leading to a temporary or permanent place of safety should be conspicuously and adequately marked with a fire exit sign. • The exit routes from Room 10 and 11 are to be signed as mentioned above. And remove the old exit sign. 		<p>3</p>
<p>5.4.3</p>	<p>Fire Safety Signs and notices</p>	<ul style="list-style-type: none"> • Notices are not displayed alongside all manual call points. • The thumb turn locks in room 10 & 11 do not have signs showing how to open the locks. 	<ul style="list-style-type: none"> • Completed Fire action Notice to be provided adjacent to every fire alarm call point. • A sign showing how to unlock the thumb turn lock should be provided as shown. 		



					
5.5.6	Means to Give Warning of Fire	Fire alarm panel shows the sounders are isolated.	The fire alarm system is to be checked to ensure it is functioning correctly.		3
5.6.2	Fire Extinguishing Appliances / Systems	<ul style="list-style-type: none"> • A water fire extinguisher sign was on the wall to the entrance hall however, the extinguisher was missing. • A number of fire extinguishers has had pull tights seals missing 	<ul style="list-style-type: none"> • The water content fire extinguisher is to be replaced. • The servicing of fire extinguishers should ensure all fire extinguishers are suitable for use. 		3
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher	N/A	3

		doors/Fire exits. Fire extinguisher checks. Escape routes.	checks in the form of a logbook or electronically.		
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Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School - The Sir Ronald Leach Sports
Pavillion

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	The Sir Ronald Leach Sports Pavilion, Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

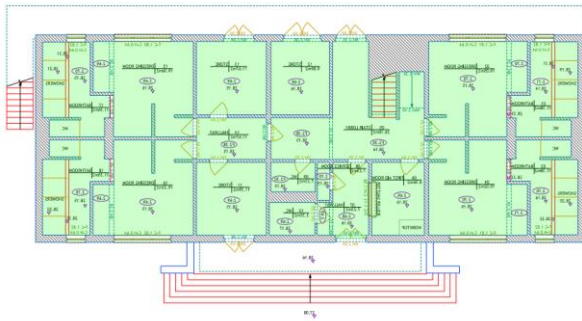
2.0 Premises Details	
Construction Materials:	Brick with timber cladding on the first floor, with a pitched tile roof.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	214.53 m ² based on building plans .
Use of Premises:	Educational premises, Design and technology rooms, Duke of Edinburgh rooms.
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



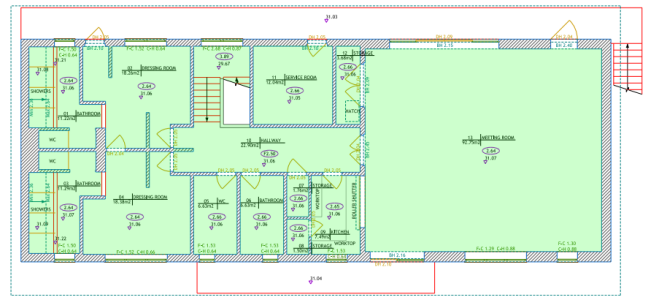
Site Plan



Aerial View of Building



Ground Floor



First Floor

Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/2023 and deemed satisfactory. No remedial actions outstanding as per the EICR.				

Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.
Minimal use of extension leads.

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required. Card Pass access control system on gates/doors and these release on activation of the fire alarm. Security building at the main entrance which is staffed. Bins in gated yard behind kitchens, out of sight and at lower level than buildings.				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1) No portable heating devices seen to be present within this building.				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No kitchen is present in this building.				

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Flammable items such as small containers of fuel, camp gas stove canisters and flammable hand gels are stored on a shelf and desk near the first-floor fire exit. (4.9.1,4.9.2)				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Kiln in art room	Serviced by Kilns & Furnaces 28/11/2023.

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, three exits on the ground floor. Fire exits open easily and in the direction of escape.				

Travel distances reasonable and acceptable for the use of the premises.

The fire exit door in the meeting room has a non-compliant escape fastening on the door. **(5.1.2)**

Escape stairs/external walkways all seen to be in good order.

No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Compartmentation identified to a good standard apart from a couple of minor issues. Solid construction with wall linings of plasterboard/ plaster and brick/block. Wall/floor/ceiling linings not likely to promote the spread of fire.				

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

Fire exit sign to be provided to the exit in the meeting room **(5.4.1)**

There is a good amount of directional signage throughout.

Notices are displayed alongside manual call points.

Fire Assembly point noted on fire action notices.

Signs are displayed above extinguishers.

Signs are displayed on fire doors.

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				

5.6 Fire Extinguishing Appliances / Systems	YES	NO	N/A
<p>Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers found on the floor (5.6.1) Fire extinguishers serviced July 2023 / 2024.</p>			

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals’ instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP’s will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA’s present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Considering the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input checked="" type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.


Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
5.1.2	Means of escape	The fire exit door in the meeting room has a non-compliant escape fastening on the door	The emergency fastening is to be changed for one that is suitable for public use the easiest would be the installation of a panic bar		3

5.4.1	Fire Safety Signs / Notices	Fire exit sign to be provided to the exit in the meeting room	All fire exits are to be signed to inform everyone there is a fire exits.		3
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5.6.1	Fire Extinguishing Appliances / Systems	Fire extinguishers found on the floor	Fire extinguishers should be either affixed to a wall by a hook or placed on stands.		3
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher	N/A	3

		doors/Fire exits. Fire extinguisher checks. Escape routes.	checks in the form of a logbook or electronically.		
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Appendices

Appendix 1: Use of Data

Appendix 1: 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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HETTLE ANDREWS



Power
through
Partnership.

Fire Risk Assessment
Alleyn's School - The Fortune Building Junior
School

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

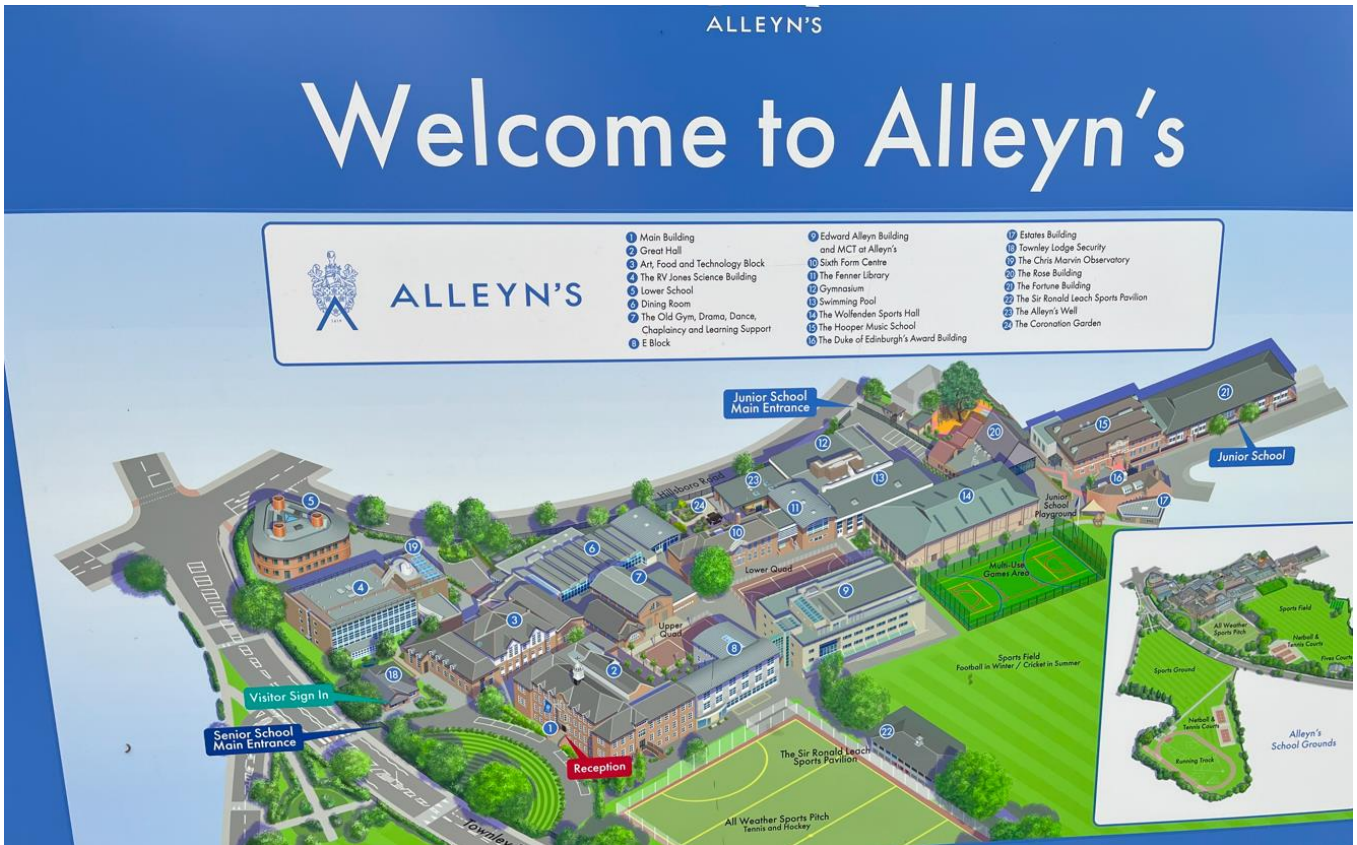
1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	The Fortune Building (Junior School) , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof.
No. of Floors:	2 Storey
Approx. Floor Area / Dimensions:	688m ² based on building plans.
Use of Premises:	Educational premises, Junior School
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



Site Plan

Aerial View of Building

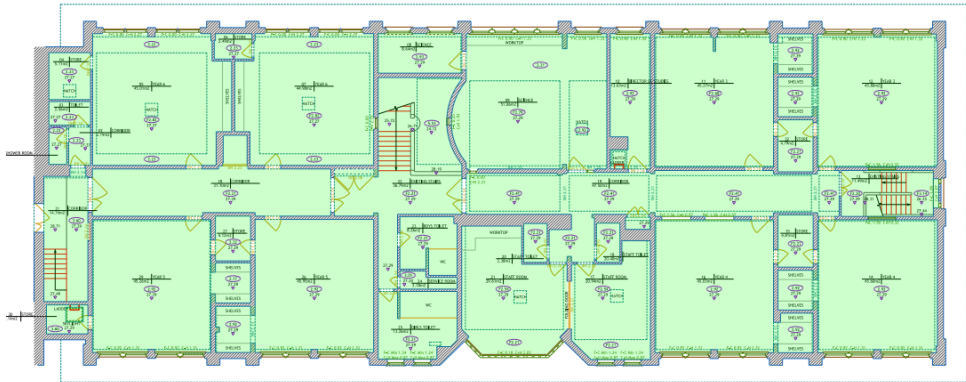


Picture of the building

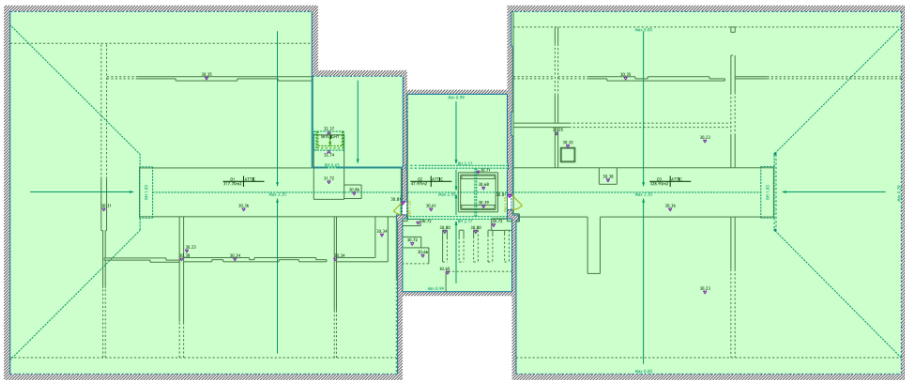




Ground Floor



First Floor



Second Floor
(Roof void)

Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/23 and deemed satisfactory.
 No remedial actions outstanding as per the EICR.
 Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.
 Minimal use of extension leads.

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required. Card Pass access control system on gates/doors and these release on activation of the fire alarm. Security building at the main entrance which is staffed. Bins in gated yard behind kitchens, out of sight and at lower level than buildings.				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)				
No portable heating devices seen to be present within this building.				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No kitchen is present in this building.				

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.7.3	Large accumulations of combustible materials avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. The science storeroom had excessive storage of materials which prevents the door from closing. (4.7.3) Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Within this building there are no dangerous substances stored.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits are provided from all areas; each classroom on the ground floor has exits directly to open air. From the first floor there are two staircases the central one leading to a protected route to the main entrance and the second directly to a fire exit. There is a third exit at first floor which leads into the Hooper Music School.

Fire exits open easily and in the direction of escape.
 Travel distances reasonable and acceptable for the use of the premises.

issues with fire doors identified:
 Fire doors are held open with Dorguard devices many failed to operate on the activation of the fire alarm sounders **(5.1.9)**
 Fire doors self-closing devices on several doors are not effectively closing doors onto their stops. **(5.1.9)**
 Fire door to library not closing onto stops due to the Dorguard being placed too close to the edge of the door. **(5.1.9)**

Issues with escape corridors
 The main corridors have a large printer and locked charge boxes in the escape corridor. **(5.1.11)**

External fire exit route
 In good order some playground equipment is obstructing the fire exit route **(5.1.13)**
 There is no fire exit directional signage from the fire exit into the playground. **(5.1.13)**

Escape stairs.
 All seen to be in good order.
 No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard apart from a couple of minor issues.
 There was a cupboard electrical riser which should be kept locked shut at all times found open, and the door was slightly bowed.
 Solid construction with wall linings of plasterboard/ plaster and brick/block.
 Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc.
 External emergency lighting present above final exit doors and external stairwell.

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5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage not displayed at all exits. (5.4.1) There is no directional signage for the exit route via the playground (5.4.2). Notices are not displayed alongside all manual call points. (5.4.3) Fire Assembly point missing on fire action notices. (5.4.3) Signs are displayed above extinguishers. Signs are displayed on fire doors.</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours. Fire alarm panel shows sounders isolated and there are disablements shown (5.5.6)</p>				

5.6 Fire Extinguishing Appliances / Systems		YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024.				

6.0 Management of Fire Safety

6.1 Management Arrangements		Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.				

6.2 Evacuation Procedures		Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6.2	Evacuation Procedures	Yes	No	N/A
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point not identified in each building (6.2.5). Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.</p>				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.</p> <p>Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.</p> <p>Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.</p> <p>A list of Fire Marshals is documented in the fire policy.</p> <p>Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. (6.3.12)</p> <p>Fire drills are completed termly however no documented records were available. (6.3.13)</p> <p>Minimal information provided to contractors or visitors in relation to fire safety. (6.3.14)</p>				

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.</p> <p>Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.</p> <p>6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.</p> <p>Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.</p> <p>Monthly ‘flick testing’ is not documented. (6.4.3)</p> <p>Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024. (Fire extinguisher contractor was on site during the Fire risk assessment). However, one Dry Powder fire extinguisher located in the boiler was out of test and was last tested in August 2020 (6.4.4)</p> <p>Routine daily/weekly/periodic checks are not currently documented these include.</p> <p>Fire doors/Fire exits.</p> <p>Fire extinguisher checks.</p> <p>Escape routes. (6.4.5,6.4.9)</p> <p>System in place for reporting issues across the site to Estates and Operations team.</p>				

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire drills are not documented. Highlighted in 6.3.13.</p> <p>Fire safety training is completed and documented with a training matrix in place.</p> <p>Weekly fire alarm tests are documented.</p> <p>Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.</p> <p>All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input checked="" type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input checked="" type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **‘Medium’**.

The consequences in the event of fire have been rated as **‘Moderate Harm’**, as there is a risk of injuries possible, there is a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. However, there are concerns over the fire door Dorguards which failed to operate and close fire doors, self-closing devices also failing to close doors securely on to their stops and possible compartmentation and the age of the pupils to react as would be expected when exposed to a real fire incident. As such,

Comments / Observations / Deficiencies:

the overall fire risk rating is '**Moderate**', I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.



We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.


8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.7.3	Housekeeping / Combustibles	The science storeroom had excessive storage of materials which prevents the door from closing	Remove unnecessary storage to ensure the fire door to the science room storeroom effectively closes onto its stops.		3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3

<p>5.1.9</p>	<p>Means of Escape</p>	<ul style="list-style-type: none"> • Fire doors are held open with Dorguard devices many failed to operate on the activation of the fire alarm sounders. • Fire doors self-closing devices on several doors are not effectively closing doors onto their stops. • Fire door to library not closing onto stops due to the Dorguard being placed too close to the edge of the door. 	<ul style="list-style-type: none"> • Fire door Dorguards are to be checked to ensure they are working correctly and operate on the activation of the fire alarm. • A regular check of fire doors is to be undertaken to ensure all fire doors are effectively self-closing on to their stops. • The Dorguard is to be relocated or removed from the door to ensure the door can close directly onto the door stops. 		<p>2</p>
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<p>5.1.11</p>	<p>Means of Escape</p>	<ul style="list-style-type: none"> • The corridor on the first floor has a large printer and lock charge boxes in the escape corridor Adjacent to room JS24. • The corridor on the ground floor has a large printer in the escape corridor Adjacent to room JS08. 	<p>The corridor is to be kept clear of all equipment which could cause a fire or obstruct the means of escape.</p>		<p>3</p>
<p>5.1.13</p>	<p>Means of Escape</p>	<p>playground equipment is obstructing the fire exit route.</p>	<p>Fire exit routes to be kept clear at all material times.</p>		

<p>5.4.2</p>	<p>Fire Safety Signs / Notices</p>	<p>No directional fire exit signage into the playground.</p>	<p>Provide directional exit signage to ensure people are aware of their route is to safety.</p>		<p>3</p>
<p>5.4.3</p>	<p>Fire Safety Signs / Notices</p>	<p>Notices are not displayed alongside all manual call points</p>	<p>Completed Fire action Notice to be provided adjacent to every fire alarm call point.</p>		<p>3</p>
<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>A fire box is present at the security lodge, however a key to open it was not available.</p>	<p>Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.</p>	<p>N/A</p>	<p>4</p>

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3

6.4.4	Testing / Maintenance	The Dry Powder Fire extinguisher was out of test date by four years	This Dry Powder fire extinguisher is to be removed and replaced with a foam content fire extinguisher	N/A	
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School – Block E

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Block E , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Lower ground floor due to construction work being undertaken. 
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.



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2.0 Premises Details	
Construction Materials:	Brick and block construction rendered upper levels and a metal roof.
No. of Floors:	3 Storey
Approx. Floor Area / Dimensions:	362.26m ² based on building plans.
Use of Premises:	Educational premises, predominantly classrooms. Ground floor toilet block is currently under refurbishment
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



ALLEYN'S

Welcome to Alleyn's



ALLEYN'S

- 1 Main Building
- 2 Great Hall
- 3 Art, Food and Technology Block
- 4 The RV Jones Science Building
- 5 Lower School
- 6 Dining Room
- 7 The Old Gym, Drama, Dance, Chaplaincy and Learning Support
- 8 E Block
- 9 Edward Alleyn Building and MCT at Alleyn's
- 10 Sixth Form Centre
- 11 The Fenner Library
- 12 Gymnasium
- 13 Swimming Pool
- 14 The Wolfenden Sports Hall
- 15 The Hooper Music School
- 16 The Duke of Edinburgh's Award Building
- 17 Estates Building
- 18 Townley Lodge Security
- 19 The Chris Marvin Observatory
- 20 The Ross Building
- 21 The Fortune Building
- 22 The Sir Ronald Leach Sports Pavilion
- 23 The Alleyn's Well
- 24 The Coronation Garden



Site Plan



Aerial View of Building



Picture of the building



Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately

3.0	People at Risk	
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
5 yearly fixed electrical installation required to be undertaken, there is no EICR certificate provided. (4.1.1) Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023. Minimal use of extension leads.				

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required.</p> <p>Card Pass access control system on gates/doors and these release on activation of the fire alarm.</p> <p>Security building at the main entrance which is staffed.</p> <p>Bins in gated yard behind kitchens, out of sight and at lower level than buildings.</p>				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

No kitchen is present in this building.

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

4.8	Contractors / Building Works	YES	NO	N/A
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.				
No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances stored on the premises				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, three exits on the ground floor.

Fire exits open easily and in the direction of escape.

Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

Number of fire doors are wedged open **(5.1.9)**

Room 121 storeroom door will not close on to its stops **(5.1.9)**

Escape stairs/external walkways all seen to be in good order.

No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Compartmentation identified to a good standard apart from a couple of minor issues.

Solid construction with wall linings of plasterboard/ plaster and brick/block.

Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
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5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc. External emergency lighting present above final exit doors and external stairwell.				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Break-glass call points provided at all final exits/ fire exits.
 Automatic fire detection provided throughout escape routes.
 Fire panels zoned to assist in identifying the location of the fire/ activation.
 Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required.
 Remote monitoring of alarm out of normal school hours.

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Foam and CO2 extinguishers provided throughout corridors/escape routes.
 No concerns over access to or placement of firefighting equipment.
 Fire extinguishers serviced July 2023 / 2024.

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.				

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.

Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.

Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.

A list of Fire Marshals is documented in the fire policy.

Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. **(6.3.12)**
 Fire drills are completed termly however no documented records were available. **(6.3.13)**
 Minimal information provided to contractors or visitors in relation to fire safety. **(6.3.14)**

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**

System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.

Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3

<p>5.1.9</p>	<p>Means of Escape</p>	<ul style="list-style-type: none"> • Number of fire doors are wedged open. • Room 121 storeroom door will not close on to its stops 	<ul style="list-style-type: none"> • Fire doors are to be to be kept closed at all material times. • The door needs to be eased and adjusted to enable the door to closed onto its stops. 		<p>3</p>
<p>6.2.3</p>	<p>Evacuation Procedures</p>	<p>A fire box is present at the security lodge, however a key to open it was not available.</p>	<p>Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.</p>	<p>N/A</p>	<p>4</p>

6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher	N/A	3

		doors/Fire exits. Fire extinguisher checks. Escape routes.	checks in the form of a logbook or electronically.		
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Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment

Alleyn's School – Edward Alleyn Building

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	Edward Alley'n Building, Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	Some roof void areas.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises. HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

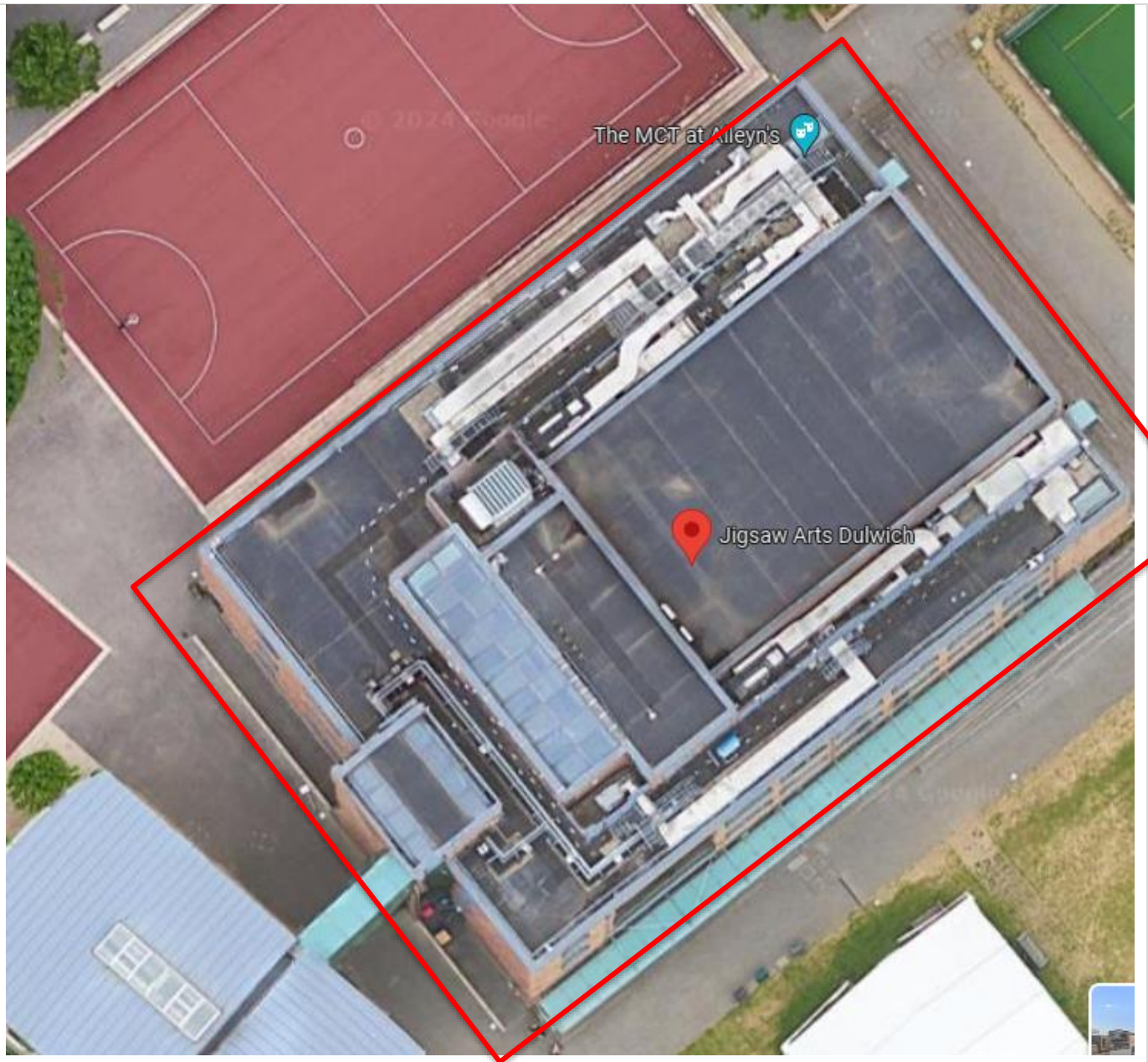
Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	This is a steel framed building which is covered with brick. The roof is a flat roof which is insulation with stones above. With slabs. There is an atrium and in the middle of the building is a theatre consisting of stage
No. of Floors:	5 Storeys consisting of a basement plantroom, ground first & second with a plant room on the roof,
Approx. Floor Area / Dimensions:	872.01m ² based on building plans.
Use of Premises:	Educational premises, offices, theatre and associated changing rooms, green rooms, production office, scene dock and small classrooms
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



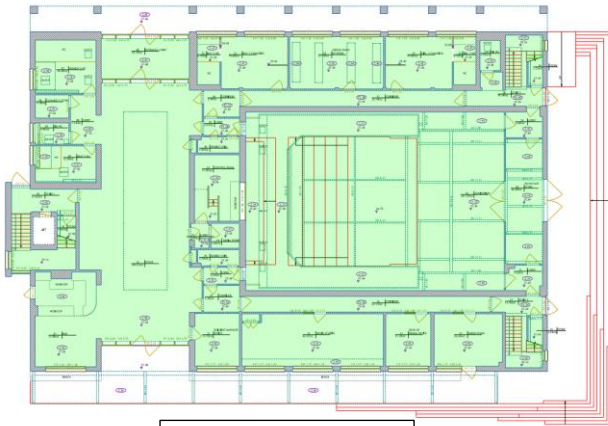
Site Plan



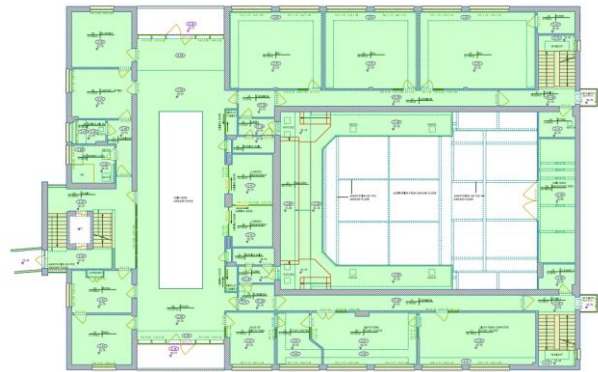
Aerial View of Building



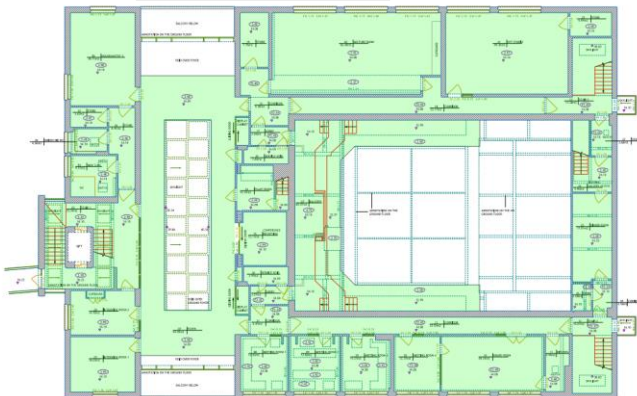
Picture of the building



Ground floor.



First floor.



Second floor.

Floor plans

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 06/02/2023 and deemed satisfactory.
 No remedial actions outstanding as per the EICR.
 Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.
 Minimal use of extension leads.

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required. Card Pass access control system on gates/doors and these release on activation of the fire alarm. Security building at the main entrance which is staffed. Bins in gated yard behind kitchens, out of sight and at lower level than buildings.				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)</p> <p>No portable heating devices seen to be present within this building.</p> <p>Several LPG space heaters were discovered within the basement plantroom, but no LPG cylinders were there. It is not known where the heaters will be used in the school. (4.4.2)</p>				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly, and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>There is a small café at ground floor. There are several panini grills and blenders with a full-sized warming oven. There is no ductwork extraction. There is no gas used in the café.</p>				

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>There is lightning protection fitted to the building however no confirmation as to maintenance and testing has been seen. (4.6.1)</p>				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.7.2	Combustible materials away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Housekeeping to a good standard, daily cleaning regime in place. There is a storeroom on the second floor which has excessive combustible materials there is also materials outside of the door. (4.7.3 , 4.7.4) The scene dock is very untidy and requires organising into a tidier space. (4.7.3) Housekeeping generally very good over combustible materials being close to ignition sources. The basement plantroom is used as a general storage area, there is minimal access to essential services in the event of an emergency this area should be cleared of all superfluous storage. (4.7.2)</p>				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)</p>				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances stored in the building.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, six exits on the ground floor. Fire exits open easily and in the direction of escape.				

Travel distances reasonable and acceptable for the use of the premises.

A couple of issues with fire doors identified:

The protected lobbies to the theatre have an issue with the pressurisation of the ventilation system, when one door is opened in the lobby the over pressure opens the second door **(5.1.9)**

A cross corridor fire door on the first floor would not close **(5.1.9)**

The storeroom on the second floor has a defective door closer **(5.1.9)**

A number of fire doors were wedged open **(5.1.9)**

The scene dock fire exit routes are being encroached by storage **(5.1.11)**

Escape stairs/external walkways all seen to be in good order. Except for the handrail to the stairs leading to the green room which was not in place and was lying on the stairs. **(5.1.12)**

No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>The stage drapes are of serge wool type however there is no evidence they have been treated to ensure they are fire resistant (5.2.2)</p> <p>Solid construction with wall linings of plasterboard/ plaster and brick/block.</p> <p>Wall/floor/ceiling linings not likely to promote the spread of fire.</p>				

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc.</p> <p>External emergency lighting present above final exit doors and external stairwell.</p>				

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. There was no detection within the café area (5.5.2) Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Foam and CO2 extinguishers provided throughout corridors/escape routes. There were a several fire extinguishers which had the pull tight seals broken in addition some also had their safety pins removed. (5.6.2) One fire extinguisher had a sign do not use (5.6.2) No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024.</p>				

6.0 Management of Fire Safety

6.1	Management Arrangements	Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.</p>				

6.2	Evacuation Procedures	Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.2	Evacuation Procedures	Yes	No	N/A
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place.
 Level 1 – Single building evacuation.
 Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises.
 (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call).
 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed.
 A fire box is present at the security lodge, however a key to open it was not available. **(6.2.3)**
 No zone diagram maps are present next to the fire alarm panels. **(6.2.3)**
 Assembly point identified in each building.
 Fire Marshals’ instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible.
 PEEP’s will be developed for anyone with disabilities.

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.</p> <p>Fire policy also provided to staff, and includes fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.</p> <p>Fire marshals trained separately, and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.</p> <p>A list of Fire Marshals is documented in the fire policy.</p> <p>Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. (6.3.12)</p> <p>Fire drills are completed termly however no documented records were available. (6.3.13)</p> <p>Minimal information provided to contractors or visitors in relation to fire safety. (6.3.14)</p>				

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.</p> <p>Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.</p> <p>6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.</p> <p>Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.</p> <p>Monthly ‘flick testing’ is not documented. (6.4.3)</p> <p>Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024. (Fire extinguisher contractor was on site during the Fire risk assessment)</p> <p>Routine daily/weekly/periodic checks are not currently documented these include.</p> <p>Fire doors/Fire exits.</p> <p>Fire extinguisher checks.</p> <p>Escape routes. (6.4.5,6.4.9)</p> <p>System in place for reporting issues across the site to Estates and Operations team.</p>				

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire drills are not documented. Highlighted in 6.3.13.</p> <p>Fire safety training is completed and documented with a training matrix in place.</p> <p>Weekly fire alarm tests are documented.</p> <p>Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.</p> <p>Maintenance records are required for the Automatically Openable Vents in the roof of the Atrium (6.5.5)</p> <p>All applicable records were available and filed.</p>				

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required, and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

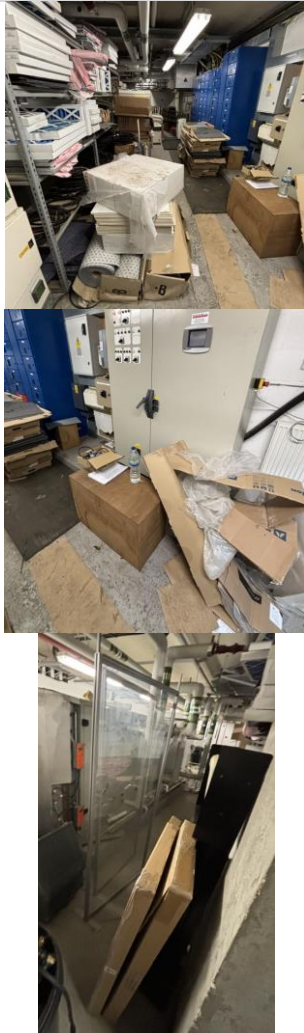

Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

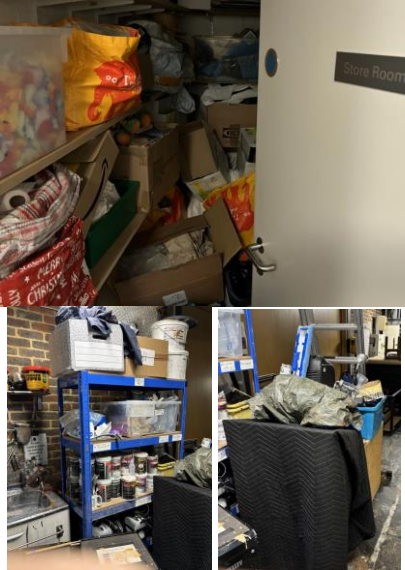
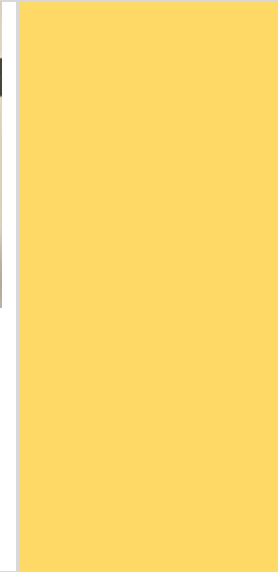

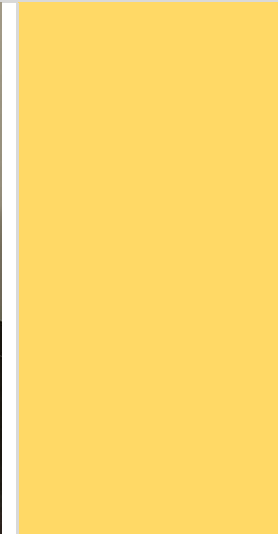
We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.

Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

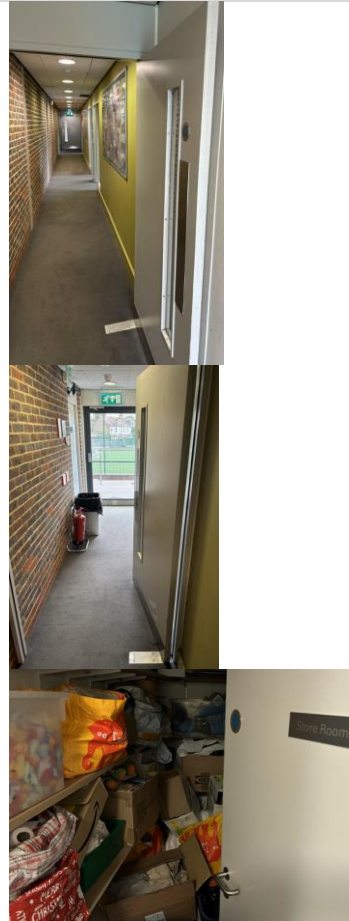
8.2 Actions Required





Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.4.2	Portable Heaters / Heating Installations	Several LPG space heaters were discovered within the basement plantroom, but no LPG cylinders were there. It is not known where the heaters will be used in the school.	Care is to be taken when using LPG space heaters to ensure there is sufficient distance between the heater and any combustible materials also, they should be maintained and inspected before use to ensure there are no gas leaks etc. service records should be retained for inspection		3
4.6.1	Lightning	There is lightning protection fitted to the building however no confirmation as to maintenance and testing has been seen	The maintenance and testing of Lightning protection is important and is required on an 11-month cycle. No certification of maintenance or testing provided.		3



4.7.2	Housekeeping / Combustibles	The basement plantroom is used as a general storage area, there is minimal access to essential services in the event of an emergency	This area should be cleared of all superfluous storage		
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<p>4.7.3</p>	<p>Housekeeping / Combustibles</p>	<ul style="list-style-type: none"> • There is a storeroom on the second floor which has excessive combustible materials there is also materials outside of the door. • The scene dock is very untidy. 	<ul style="list-style-type: none"> • Storage is to be reviewed and surplus to be removed to enable the fire door to close. • Requires organising into a tidier space. 		
<p>4.7.4</p>	<p>Housekeeping / Combustibles</p>	<p>There is a storeroom on the second floor which has excessive combustible materials there is also materials outside of the door</p>	<p>Storage is to be reviewed and surplus to be removed to enable the fire door to close.</p>		

<p>4.8.1 4.8.2 4.8.3</p>	<p>Contractors / Building Works</p>	<p>A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.</p>	<p>Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.</p>	<p>N/A</p>	<p>3</p>
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<p>5.1.9</p>	<p>Means of Escape</p>	<ul style="list-style-type: none"> • The protected lobbies to the theatre have an issue with the pressurisation of the ventilation system, when one door is opened in the lobby the over pressure opens the second door. • A cross corridor fire door on the first floor would not close • The storeroom on the second floor has a defective door closer • A number of fire doors were wedged open 	<ul style="list-style-type: none"> • The ventilation is to be balanced to ensure all fire doors remain closed at all times when in use. • The hinges of the door seem to be holding the door open, and efforts to close the door was unable to close. • The door is to be inspected to ensure it is functioning correctly. • The self-closing device is defective and requires repairing or replacing. • All fire doors are to be closed at all material times when not in use. 		<p>3</p>
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<p>5.1.11</p>	<p>Means of Escape</p>	<p>The scene dock fire exit routes are being encroached by storage</p>	<p>The scene dock is to be tidied to ensure the means of escape is adequately maintained.</p>			
<p>5.1.12</p>	<p>Means of Escape</p>	<p>Escape stairs/external walkways all seen to be in good order. Except for the handrail to the stairs leading to the green room which was not in place and was lying on the stairs.</p>	<p>The handrail is to be refixed to the wall.</p>			<p>3</p>
<p>5.2.2</p>	<p>Measures to Limit Fire Spread</p>	<p>The stage drapes are of serge wool type however there is no evidence they have been treated</p>	<p>The drapes are to be treated and evidence to ensure they are fire resistant.</p>		<p>3</p>	
<p>5.5.2</p>	<p>Means to Give Warning of Fire</p>	<p>There was no detection within the café area</p>	<p>The provision of detection should be provided there is currently a beacon base which may allow for a heat detector be installed.</p>		<p>3</p>	

5.6.2	Fire Extinguishing Appliances / Systems	<ul style="list-style-type: none"> • There were a several fire extinguishers which had the pull tight seals broken in addition some also had their safety pins removed. • One fire extinguisher had a sign do not use 	Fire extinguishers are to be maintained to ensure they are suitable for use at all material times.		3
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4
6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3

		have to assist in the evacuation of persons with limited mobility.			
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3
6.5.5	Records	Maintenance records are required for the Automatically Openable Vents (AOV) in the roof of the Atrium	The AOV's are to be maintained on an annual basis no records provided	N/A	3

Appendices

Appendix 1: Use of Data

Appendix 1: 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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Fire Risk Assessment
Alleyn's School – Main building

Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

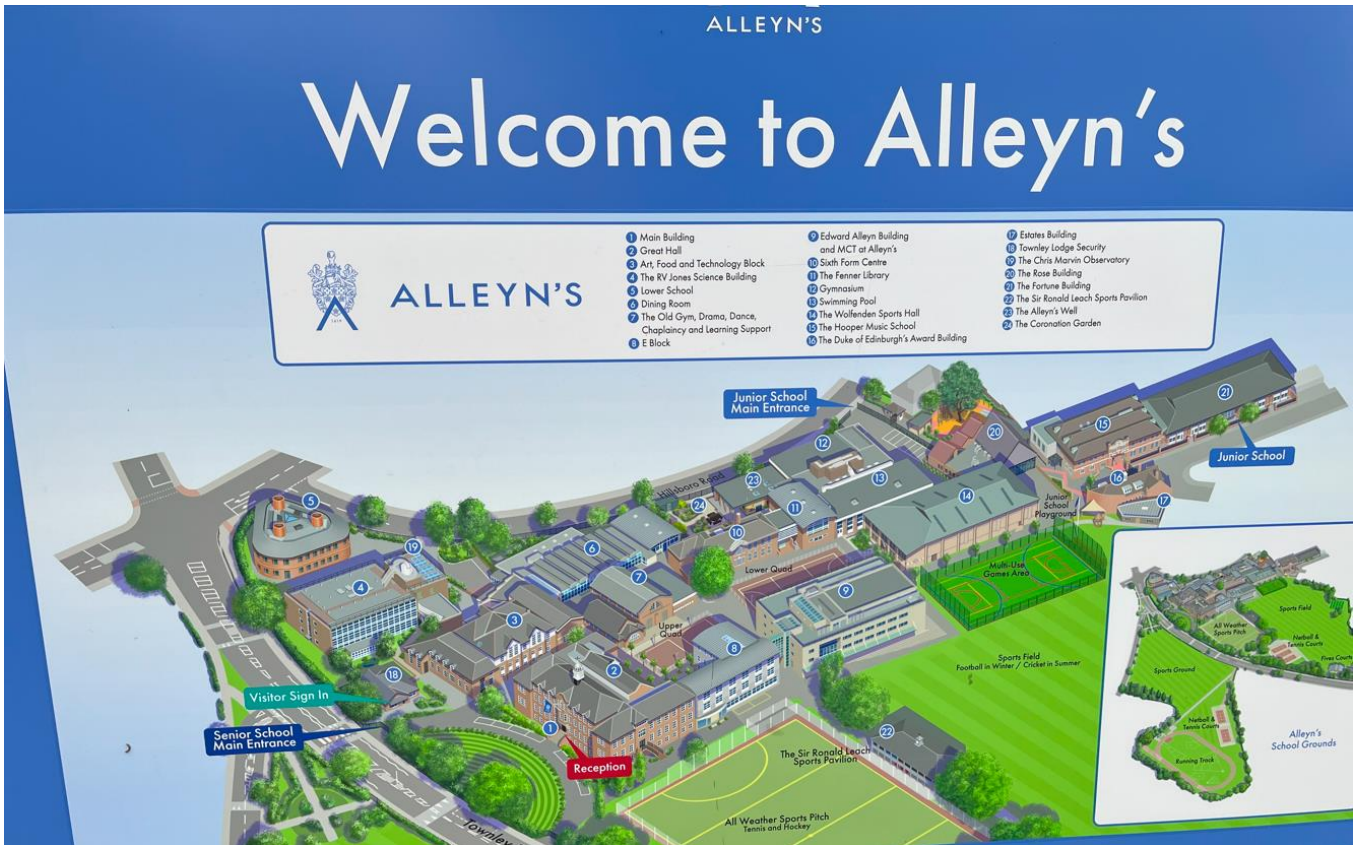
1.0 General Information	
Organisation / Responsible Person:	Alley'n's School
Industry / Trade:	Independent school.
Premises Address:	The Main building , Townley Rd, London SE22 8SU
Persons Consulted:	Neil Sheppard – Director of Site Operations Christopher Christoforou - Head of Estates Compliance
Fire Risk Assessor:	Steve Moulton FdSc, NCRQ-Dip, CFPA-ADip, Dip-HE, MIFireE, MIFSM, CertIOSH, CFRAR. Andrew Cronshaw BSc(Hons) Cert IOSH
Date of Fire Risk Assessment:	22 nd & 23 rd July 2024
Date of previous Fire Risk Assessment:	01 st September 2023
Date recommended for Review*:	July 2025
Excluded / Inaccessible Areas:	The CCF stores on lower ground floor.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005 Fire Safety: Approved Document B BS 7671 Fixed Wire Regulations Furniture and Furnishing (Fire Safety) Regulations 1988 Health and Safety (Safety Signs and Signals) Regulations 1996 Fire safety risk assessment: educational premises HSG107 – Maintaining Portable Electrical Appliances BS EN 62305-3:2011 'Protection against lightning BS 5306-3:2017 Fire extinguishing installations and equipment on premises BS 5266-1:2016 Emergency lighting BS 5839-1:2019 Fire detection & fire alarm systems for buildings

Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.

Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.

* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

2.0 Premises Details	
Construction Materials:	Brick and block construction with a pitched tile roof. The main hall is a timber frame construction.
No. of Floors:	5 Storeys which is lower ground, ground, 1 st , 2 nd floors
Approx. Floor Area / Dimensions:	902.46 m ² based on building plans.
Use of Premises:	Educational premises, classrooms and administration offices.
Neighbouring Premises / Area:	Largely residential area and public parks surrounding the school site.
Hours of Use:	Weekdays 8am-6pm (site opened/locked at approx. 630am/630pm), with occasional evening/weekend use or events.
Enforcing Authority:	London Fire Brigade
Fire & Rescue Service Location:	Peckham Fire Station – approx. 1.9 miles / 8mins from site.
Previous Fire Loss Experience:	None
Photograph / Aerial View of Premises:	



Site Plan



Aerial View of Building



Picture of the building



Lower ground floor
Floor plans

Ground Floor

First Floor

Second Floor

3.0	People at Risk	
3.1	Max. no. people at one time:	Up to 2064 across site,
3.1.1	Employees:	Approx. 604 in total across site.
3.1.2	Members of Public:	Approx. 1460 Pupils, aged 3 - 16.
3.1.3	Sleeping Occupants:	No sleeping occupants.
3.1.4	Disabled Persons: (incl. temporary disablement)	1 Student
3.1.5	Lone/Remote Workers:	Occasional lone workers.
3.1.6	Children or Young Persons:	1460 approximately
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly or infirm)	Pupils can be considered higher risk due to age/maturity.

4.0 Fire Hazards

4.1	Electrical Installation / Appliances / Leads	YES	NO	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

5 yearly fixed electrical installation carried out by external contractor BBD Electrical Contractors Ltd, NICEIC Approved – carried out 15/08/2022 and deemed satisfactory.
 No remedial actions outstanding as per the EICR.
 Annual PAT Testing regime in place, conducted by external contractor Range Electrical, last conducted July 2023.
 Minimal use of extension leads.

4.2	Smoking	YES	NO	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Smoking is prohibited on site as per 'Drugs and Harmful Substances' policy dated September 2023. No smoking areas or any smoking permitted. No breaches of the smoking policy were determined within the buildings.				

4.3	Arson	YES	NO	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
The site has perimeter fencing/gates and is locked out of hours. CCTV/intruder alarm also in place (CCTV is a recorded system); intruder alarm is monitored with staff contacted if required. Card Pass access control system on gates/doors and these release on activation of the fire alarm. Security building at the main entrance which is staffed. Bins in gated yard behind kitchens, out of sight and at lower level than buildings.				

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4	Portable Heaters / Heating Installations	YES	NO	N/A
4.4.3	Combustible materials away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
An annual service regime in place for boilers with external contractor, with gas safe certificates issued, however these were not available to view. (4.4.1)				
No portable heating devices seen to be present within this building.				

4.5	Cooking / Kitchens	YES	NO	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No kitchen is present in this building.				

4.6	Lightning	YES	NO	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
None fitted to this building and not deemed necessary.				

4.7	Housekeeping / Combustibles	YES	NO	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Housekeeping to a good standard, daily cleaning regime in place. No large accumulation of combustible materials identified. Housekeeping generally very good and no concerns over combustible materials being close to ignition sources.				

4.8	Contractors / Building Works	YES	NO	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building. No formal hot works procedure is in place, however hot works is rarely carried out. (4.8.1,4.8.2,4.8.3)				

4.9	Dangerous Substances	YES	NO	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No dangerous substances stored on the premises				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:

5.0 Protective Measures

5.1	Means of Escape	YES	NO	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Adequate fire exits provided from all areas; main stairwell and external emergency exit from the first floor, three exits on the ground floor.
 Fire exits open easily and in the direction of escape.
 Travel distances reasonable and acceptable for the use of the premises.
 There are rooms 204 and 210 which open directly onto the escape staircases which provides a significant risk to the escape staircase **(5.1.6)**

There is also an office which also opens directly onto the escape staircase **(5.1.6)**
 The fire door to the escape staircase on second floor the self-closing device is broken also the door is binding on the carpet prevention the door from closing **(5.1.9)**
 The cross corridor adjacent to room 301 the door selector is broken **(5.1.9)**
 Escape stairs/external walkways all seen to be in good order.
 No disabled persons at present and areas of this building are not easily accessible; PEEP's (personal emergency evacuation plans) would be devised as/when required.

5.2	Measures to Limit Fire Spread	YES	NO	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?***	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

The attic corridor ceiling has a wooden close boarded covering there are many cables which have been installed with large drill holes in the wood there is a risk the compartmentation is not to the required standard **(5.2.1)**
 The old hall drapes are of serge wool type however there is no evidence they have been treated to ensure they are fire resistant **(5.2.2)**
 Solid construction with wall linings of plasterboard/ plaster and brick/block.
 Wall/floor/ceiling linings not likely to promote the spread of fire.

5.3	Emergency Escape Lighting	YES	NO	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Emergency lighting provided at or near to all fire exits. Lighting also present within escape routes, stairwells etc.
 External emergency lighting present above final exit doors and external stairwell.

5.4	Fire Safety Signs / Notices	YES	NO	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Fire signage displayed at all exits. There is a good amount of directional signage throughout. Notices are displayed alongside manual call points. Fire Assembly point noted on fire action notices. Signs are displayed above extinguishers. Signs are displayed on fire doors.</p>				

5.5	Means to Give Warning of Fire	YES	NO	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points provided at all final exits/ fire exits. Automatic fire detection provided throughout escape routes. Fire panels zoned to assist in identifying the location of the fire/ activation. Each fire panel is linked to the main reception and security office but operate individually per building or all out evacuation if required. Remote monitoring of alarm out of normal school hours.</p>				

5.6	Fire Extinguishing Appliances / Systems	YES	NO	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.6 Fire Extinguishing Appliances / Systems		YES	NO	N/A
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Foam and CO2 extinguishers provided throughout corridors/escape routes. No concerns over access to or placement of firefighting equipment. Fire extinguishers serviced July 2023 / 2024.				

6.0 Management of Fire Safety

6.1 Management Arrangements		Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Neil Sheppard – Director of Site Operations		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
External consultants used for advice and guidance, as well as completion of fire risk assessments. All staff provided information/training upon induction including fire safety. No recent London fire service visits. No shared premises.				

6.2 Evacuation Procedures		Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

6.2	Evacuation Procedures	Yes	No	N/A
	<p>Written procedures/ instructions and site plan seen to demonstrate evacuation procedures last reviewed September 2023. A Two-Level evacuation process is in place. Level 1 – Single building evacuation. Level 2 – All out evacuation for site. Marshals for each building sweep areas as leaving premises (Register/ roll call completed and departmental checklists are also completed to confirm each area is clear/ persons accounted for, as a backup to roll call). 999 call made to alert fire brigade but alarm monitored out of hours. A 4-minute delay process is in place to investigate alarm signals prior to the fire service being informed. A fire box is present at the security lodge, however a key to open it was not available. (6.2.3) No zone diagram maps are present next to the fire alarm panels. (6.2.3) Assembly point identified in each building. Fire Marshals' instructions set out raising the alarm/ directing people/ sweeping the premises/ assisting people if needed/ closing fire doors and final exits/ and checking the fire panel on exiting if possible. PEEP's will be developed for anyone with disabilities.</p>			

6.3	Instruction / Training	YES	NO	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>New staff induction procedure run for all staff, and fire safety and fire action notices/evacuation procedures discussed, as well as a tour of site. Online training also done by all staff for fire safety.</p> <p>Fire policy also provided to staff, and includes; fire prevention, fire safety procedures and employee responsibilities, evacuation process, alerting fire service, drills, staff training, tackling the fire, escape routes, fire safety systems/ equipment provided, procedures for visitors, and maintenance checks/ testing.</p> <p>Fire marshals trained separately and document produced to identify their ongoing responsibility day to day; exits clear, FEA's present, paper/waste/ flammables storage acceptable, visitors info. and signage displayed.</p> <p>A list of Fire Marshals is documented in the fire policy.</p> <p>Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility. (6.3.12)</p> <p>Fire drills are completed termly however no documented records were available. (6.3.13)</p> <p>Minimal information provided to contractors or visitors in relation to fire safety. (6.3.14)</p>				

6.4	Testing / Maintenance	YES	NO	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				

Adequate maintenance of premises in place. Managed by the Director of Site Operations and Head of Estates Compliance.
 Fire Detection – ; Weekly fire testing carried out, rotating call points. Fire alarm testing occurred during assessment.
 6 monthly Fire Alarm completed by external contractor, Command Fire and Security Ltd, last carried out 15/02/2024.
 Emergency Lighting – –12 monthly service/maintenance and 6 monthly Discharge completed by external electrical contractor, Rolfe Contracting Ltd, last carried out 01/09/2023.
 Monthly ‘flick testing’ is not documented. **(6.4.3)**
 Fire Extinguishers - annual service/maintenance completed by external contractor, last completed July 2023 / 2024.
 (Fire extinguisher contractor was on site during the Fire risk assessment)
 Routine daily/weekly/periodic checks are not currently documented these include;
 Fire doors/Fire exits.
 Fire extinguisher checks.
 Escape routes. **(6.4.5,6.4.9)**
 System in place for reporting issues across the site to Estates and Operations team.

6.5	Records	YES	NO	N/A
6.5.1	Appropriate records maintained of fire drills?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire drills are not documented. Highlighted in 6.3.13.
 Fire safety training is completed and documented with a training matrix in place.
 Weekly fire alarm tests are documented.
 Monthly emergency lighting checks are not documented. Highlighted in 6.4.3.
 All applicable records were available and filed.

Evaluation of Fire Risk

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.

Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The fire hazards in the premises are well managed, and there were no significant shortcomings or actions identified, however due to their being significant fire inception risks present (e.g. kins/ plant rooms), the likelihood of fire cannot reasonably be rated lower than **'Medium'**.

The consequences in the event of fire have been rated as **'Slight Harm'**, as injuries are not deemed unlikely due to there being a good level of automatic fire detection present which would ensure early warning, and the availability of multiple exits at all levels of the building would also ensure swift evacuation. There are concerns over some fire doors and possible compartmentation. As such, the overall fire risk rating is **'Tolerable'**, I would like to thank Neil for the open and honest answers given during the assessment and the excellent knowledge of all fire precautions of the site.

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).


Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.


Priority Level	Priority Description
1	Immediate Action – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.

We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.

Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.

8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]
4.4.1	Portable Heaters / Heating Installations	Gas safety certificate not available to view.	Check that certificates have been issued for boilers.	N/A	3
4.8.1 4.8.2 4.8.3	Contractors / Building Works	A formal documented contractor procedure is not in place. Historically long-standing contractors have been used for works carried out in the building.	Contractors should be formally assessed when carrying out works on site such as competencies of the staff, insurance, accreditations, references and suitable paperwork produced e.g. RA/MS, conformity reports. A robust policy and procedure should be implemented.	N/A	3
5.1.6	Means of Escape	There are rooms 204 and 210 which open directly onto the escape staircases which provides a significant risk to the escape staircase	The protection of the means of escape is imperative with rooms opening directly to the staircases there is a significant risk of the staircase being taken out of use due to a fire in one of these rooms. The installation of a lobby to protect the means of escape is needed.		2
5.1.9	Means of Escape	<ul style="list-style-type: none"> The fire door to the escape staircase on second floor the self-closing device is broken also the door is binding on the carpet prevention the door from closing. The cross corridor adjacent to room 301 the door selector is broken 	<ul style="list-style-type: none"> The door should have the selector repaired or replaced. Also, the door should be maintained to ensure the door doesn't bind on the floor. The selector is to be repaired as soon as is possible. 		3

5.2.1	Measures to Limit Fire Spread	<ul style="list-style-type: none"> The attic corridor ceiling has a wooden close boarded covering there are many cables which have been installed with large drill holes in the wood there is a risk the compartmentation is not to the required standard 	An intrusive inspection of the building should be undertaken to establish possible compartmentation issues..	N/A	2
5.2.2	Measures to Limit Fire Spread	The Old Hall drapes are of serge wool type however there is no evidence they have been treated	The drapes are to be treated and evidence to ensure they are fire resistant.	N/A	3
6.2.3	Evacuation Procedures	A fire box is present at the security lodge, however a key to open it was not available.	Obtain the key and check the contents of the fire box to ensure all up to date and current information is available for the fire service.	N/A	4
6.2.3	Evacuation Procedures	No zone diagram maps are present next to the fire alarm panels.	Zone diagram maps will assist the fire service in locating the fire easily. Install zone plans next to the fire alarm panel.		4

6.3.12	Instruction / Training	Fire sleds were identified in some buildings. No training has been provided to staff who may have to assist in the evacuation of persons with limited mobility.	Ensure procedures and training is in place for the evacuation of persons with limited mobility.	N/A	3
6.3.13	Instruction / Training	Fire drills are completed termly however no documented records were available.	Document fire drills with evacuation times and issues or concerns involved with the drill.	N/A	3
6.3.14	Instruction / Training	Minimal information provided to contractors or visitors in relation to fire safety.	Visitor and contractor information should be provided upon arrival with details of evacuation procedures and assembly points.	N/A	3
6.4.3	Testing / Maintenance	Monthly 'flick testing' is not documented.	Document monthly checks of emergency lighting in the form of a logbook or electronically.	N/A	3
6.4.5 6.4.9	Testing / Maintenance	Routine periodic checks are not currently documented for Fire doors/Fire exits. Fire extinguisher checks. Escape routes.	Document periodic checks of fire doors, exit routes, escape routes, monthly extinguisher checks in the form of a logbook or electronically.	N/A	3

Appendices

Appendix 1: Use of Data

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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