

REGULATORY REFORM
(FIRE SAFETY) ORDER 2005
FIRE SAFETY RISK ASSESSMENT

Meads Street
Meads
Eastbourne
East Sussex
BN20 7RP

Revised version July 2011

Updated August 2017

FIRE RISK ASSESSMENT

*(In accordance with The Regulatory Reform (Fire Safety) Order 2005
and BSI PAS 79 : 2005)*

Owner	St Andrew's Prep School
Responsible Person	Stephen Henderson - Reid (Facilities Bursar) Reporting to the Headmaster & Board of Governors
Address of property:	Meads Street Eastbourne East Sussex BN20 7RP
Person(s) consulted:	
Assessor:	Stephen Henderson – Reid , Facilities Bursar, and Wayne Archer, Estates Manager
Date of previous Fire Risk Assessment:	June 2016
Date of assessment	August 2017
Suggested date for review:	August 2018
Enclosures:	Plans showing compartmentation, Protection of external stairways

OVERVIEW OF SITE

St Andrew's Prep is an independent School providing nursery and education facilities for children aged nine months to thirteen years old. It is situated within the town of Eastbourne, in close proximity to the sea front and at the foot of the Downs. The School which was founded in 1887 stands on the site of a farm and occupies a corner site of approximately five hectares. The main School building fronts onto Meads Street with the playing fields and rear buildings accessed from Darley Road, the grounds can also be accessed directly from Wellcombe Crescent and Dukes Drive. Until 1963 the school was exclusively for boarders, at this time it took its first day boy, with the first girl arriving in 1976. Most of the development of the school buildings took place in the latter half of the 20th century with a new gymnasium and theatre being built in 1972. In 1977 the Anderson Pool and Ascham teaching block opened, 1985 the pre-prep and creative arts studio was built, followed by the Richardson Music Building in 1989. In 1992 the new pavilion, shooting range and scout hut were completed with the Close Building opening in 1998. The latest addition to the school plant is a sports hall built in 2016. At the time of the assessment the school had 409 pupils of which 27 were boarders.

GENERAL INFORMATION

1. THE BUILDINGS

Main Building (1800s)

Number of Floors	Basement, Ground, First, Second, and Third	
Approximate floor area		Basement 6 m ² Ground Floor 450 m ² First Floor 350 m ² Second Floor 250 m ² Third Floor 40 m ²

Ascham Building (1977)

Number of Floors	Ground, First and Second	
Approximate floor area/		Ground Floor 190 m ² First Floor 190 m ² Second Floor 190 m ²

Old Pre-prep (1800s)

Number of Floors	Ground and First	
Approximate floor area		Ground Floor 80 m ² First Floor 40 m ²

Sani Block (1800s)

Number of Floors	Ground and First	
Approximate floor area		Ground Floor 105m ² First Floor 85m ²

Playroom, Old Library & Drama Studio (1800s)

Number of Floors	Ground and First with Mezzanine	
Approximate floor area		Ground Floor 120 m ² First Floor 120 m ² Mezzanine Floor 8 m ²

Chapel (1895) Number of Floors	Ground only	Ground Floor 50 m ²
Richardson Building (1989) Number of Floors	Ground and First	Ground Floor 70 m ² First Floor 70 m ²
Pre-prep & Arts and Craft (1985) Number of Floors	Ground and First	Ground Floor 180 m ² First Floor 180 m ²
The Close (1998) Number of Floors	First Floor only (Above Pool)	First Floor 160 m ²
Durlacher Gym Inc. Pool (1972) Number of Floors	Ground Floor Only	Ground Floor 650 m ²
Sports Hall (2016) Number of Floors	Ground Floor only	Ground Floor 1173m ²
The Lodge (1890s) Number of Floors	Ground and First	Ground Floor 70 m ² First Floor 70 m ²
Pavilion, Scout Hut & Shooting Range (1992) Number of Floors	Ground only	Ground Floor 200 m ²
Staff Room (1980) Number of Floors	Ground only	Ground Floor 80 m ² Ground Floor 20 m ²
Forest School Pre-Prep Temporary Cabin	Ground only	Ground Floor 20 m ²
Maintenance Sheds Number of Floors	Ground only	Ground Floor 45 m ²

Brief details of construction

The original buildings on the site, including the main building, the Lodge, old pre-prep, old library, playroom and chapel date back to the 19th century and are of traditional brick construction with tile roofs and wooden sash windows, some modernisation has seen the wooden windows replaced by metal or UPVC units. The majority of internal walls are of block work, although changes to rooms and layout have seen the introduction of studwork walls with little or no fire integrity. The more recent buildings, constructed from the 1970s onwards, are again built of brick under tile roofs with the exception of the Durlacher Gym which has a flat roof. There is one temporary cabin on the site, providing a single room classroom and is sited in the Forest School. It is of timber construction with a flat felt roof. A range of corrugated and sheet steel building provide garages, storerooms and workshops for the Grounds staff, while a brick, tile, and timber range of converted stabling is used by the maintenance team as workshops and stores for their equipment. The most recent addition to the plant, being the sports hall is built on a steel frame with blockwork and sheet metal wall and roof system.

Occupancy

The ground floor of the main building is occupied by a combination of pupils, teaching staff, office support and catering staff. The 1st and 2nd floors provide sleeping, welfare and recreational facilities for the 25 boarders, with additional living accommodation for the Housemaster and his family, the Facilities Officer and his wife who is employed as a school matron and one member of teaching staff. Living accommodation for up to five gap year students is on the 2nd floor. A further four dormitory-style bedrooms are provided on the 3rd floor and is commonly used for short term boarding along with one member of The Gap students. The Lodge provides nursery accommodation for children aged 9 months to four and holds a licence for up to 58 children. In practice it would normally have approximately half this number at any one time with up to ten staff members present. The rearmost building accommodates the laundry, medical centre, school shop and stores on the ground floor with maintenance and support staff offices on the upper floor. Other buildings, as well as providing teaching rooms, also accommodate the sports hall, gymnasium, swimming pool, pre-prep, music, craft and art workshops, maintenance workshops, pavilion, shooting range and staff room.

2 THE OCCUPANTS

Approximate maximum number of staff	121
Approximate maximum number of students	409
Maximum number of visitors	On a day to day basis visitors to the school would not normally exceed ten at any one time, however on sports days, such as Wednesday and Saturday afternoon, the number of visitors could reach as many as one hundred. It should be noted that virtually all of these people will be located on the sports field at the rear of the school. The maximum number of visitors to be found within the school will also be in that region but this will be confined to 'Open Days' during which they would be escorted or accompanied by someone who knows the school at all times.

3 OCCUPANTS AT SPECIAL RISK

Disabled occupants	None
Occupants in remote areas	None
Other	None

4 FIRE LOSS EXPERIENCE

None

5 OTHER RELEVANT INFORMATION

The School has in place a policy for teachers preparing Personal Emergency Evacuation Plans (PEEPs) in relation to any disabled pupil within their tutor group. The School takes responsibility to ensure these are being completed and are acceptable. Continuation training is provided to those people responsible for completing PEEPs.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

6 ELECTRICAL SOURCES OF IGNITION

	N/A	Yes	No
Reasonable measures taken to prevent fire of electrical origin?		<input checked="" type="checkbox"/>	
More specifically:			
Fixed installation periodically inspected and tested?		<input checked="" type="checkbox"/>	
Portable appliance testing carried out?		<input checked="" type="checkbox"/>	
Suitable policy regarding the use of personal electrical appliances?		<input checked="" type="checkbox"/>	
Suitable limitation of trailing leads and adapters?		<input checked="" type="checkbox"/>	

Comments and hazards observed

The School must have the whole electrical system throughout all the premises inspected and an electrical safety certificate issued. A policy is required regarding the use of Personal Electrical Equipment, this particularly relates to equipment being brought into the Boarding House and electrical musical instruments that pupils bring into School. Guidance is to be given to all staff on the risks associated with mobile phone chargers and lap top computers. The School should strive to achieve a one socket, one plug policy to avoid overloading of sockets. A policy is required regarding the use of microwave ovens, toasters and kettles throughout the School. Portable electrical equipment owned by the School is PAT tested annually.

Update: 2016

- Fixed wiring rolling fire year programme in place with approved contractor
- Estates responsible for PAT testing following HSG107

- Extension leads being replaced with RCD's

Update: 2017:

- Fixed wired safety certificates issued
- PAT Testing will be outsourced as of Oct 2017

7 SMOKING

	N/A	Yes	No
Reasonable measures taken to prevent fire as result of smoking?		<input checked="" type="checkbox"/>	
More specifically:			
Smoking prohibited in the buildings?		<input checked="" type="checkbox"/>	
Smoking prohibited in the appropriate areas?		<input checked="" type="checkbox"/>	
Suitable arrangements for those who wish to smoke?		<input checked="" type="checkbox"/>	
Absence of any evidence of breaches of policy?		<input checked="" type="checkbox"/>	

Comments and hazards observed

In compliance with legislation, smoking is prohibited within the buildings. In addition the School operates a 'No Smoking' policy across the whole of the site. A policy document should be introduced covering these rules and explaining individual employee responsibilities particularly in relation to the drivers of School vehicles.

Update: 2017:

- No smoking policy is contained on the School Portal under Health and Safety and is inclusive of E Cigarettes

8 ARSON

	N/A	Yes	No
Does basic security against arson by outsiders appear reasonable?		<input checked="" type="checkbox"/>	
Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?		<input checked="" type="checkbox"/>	

Comments and hazards observed

There is easy access to all external parts of the School. Although the School is occupied for the majority of the year care must be taken to ensure all staff is aware of the dangers of arson. Waste bins should either be moved away from the side of the buildings or provided with a locking system that enables them to be locked when not in use. The combustible materials at present stored behind the Richardson Building should either be moved to a more suitable location or protected behind a steel fence. The ESOL cabin presents a real danger to the adjoining buildings in the event of a fire starting within it. In terms of arson it would be extremely easy starting a fire below it which would quickly take hold of the whole cabin. There are other problems with the location of this cabin which will be highlighted further in this assessment; however should the cabin remain, it will need to be fenced off to protect it from any arson attack.

Update: 2016 :

- School bins are located from public view and have lockable lids.
- Combustible materials have been removed from the Richardson building.
- The ESOL cabin has been removed from the site.

Update 2017:

- Further staff training provided to ensure key persons secure the external bins to reduce the risk of arson as this is not consistent and often found insecure.
- CCTV Camera due to be trained on area of bins Oct 2017

9 PORTABLE HEATER AND HEATING INSTALLATIONS

	N/A	Yes	No
Is the use of portable heaters avoided as far as practicable?		<input checked="" type="checkbox"/>	
If portable heaters are used:		<input checked="" type="checkbox"/>	
is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?		<input checked="" type="checkbox"/>	
Are suitable measures taken to minimise the hazard of ignition of combustible materials?		<input checked="" type="checkbox"/>	
Are fixed heating installations subject to regular maintenance?		<input checked="" type="checkbox"/>	

Comments and hazards observed

The majority of the school is heated by a hot water gas fired central heating system; however the one temporary cabin relies on electric heaters. A range of electric heaters were seen during the inspection, although these have been subject to PAT testing, additional advice should be sought from the Bursar prior to their use. The School should produce a policy on the type and use of portable heaters to include an appropriate risk assessment for each type of heater, Care must also be taken not to overload sockets due to the high usage rate of these appliances.

Particular care must be taken in relation to the paraffin space heaters that are used in the maintenance workshops.

Update: 2016 :

- All filament heaters have been removed from the school.
- Only oil filled heaters (school owned) are allowed on site. Staff are not allowed to bring their own heaters in to the school.
- Electric storage heaters have been removed from the Richardson block and Music School.

Update 2017:

Plan to include extending gas heating into the Sani block flat with a view to removal of all oil filled heaters.

10 COOKING

	N/A	Yes	No
Are reasonable measures taken to prevent fires as a result of cooking?		<input checked="" type="checkbox"/>	
More specifically:			
filters changed and ductwork cleaned regularly?		<input checked="" type="checkbox"/>	
suitable extinguishing appliances available?		<input checked="" type="checkbox"/>	

Comments and hazards observed

There is a central kitchen situated on the ground floor of the main building operated by fully trained and qualified catering staff. In addition there is a kitchen used for teaching purposes located off the playroom, and a further teaching kitchen proposed for the pre-prep building in room DR 006. Only electric ovens and hobs will be used in the teaching kitchens and any form or deep fat frying should not be allowed. This rule should also apply to the tenanted kitchens on the first floor.

Details of the contracts for the professional cleaning of the central kitchen should be placed on the Regulatory Reform (FS) Order File.

Update: 2014:

To allow for small numbers of catering in the school's holiday club outside of term time, their teaching kitchen was licensed with the local authority and staff trained L2 in food handling and Safer food in business followed as best practice.

Update: 2016:

- Catering deep clean contract within Regulatory Reform (FS) Order File

Update 2017

Both commercial grade gas cookers will be replaced during Aug 17 and will include a fire suppression system.

11 LIGHTNING

N/A Yes No

Does the building have a lightning protection system?



Comments and hazards observed

The school has a lightning protection system in place compliant with BS6651-1999, which was installed in Jun 2011 and is inspected annually.

Update 2017: Lightning protection is in situ within the new sports hall and under service contract.

12 OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

Comments and hazards observed

A wide range of equipment is to be found in the workshop and craft areas, along with specific arc welding equipment used by the maintenance staff. Safe systems of work linked to risk assessments and regular checks and maintenance in accordance with manufacturer's recommendations must be in place for all such equipment. A record of these details should be maintained in the Regulatory Reform (FS) Order File.

Hi Flam cabinets are located in various locations around the School The location of these cabinets should be recorded in the Regulatory Reform (FS) Order File along with a safe system of work and risk assessments for these areas and related processes.

Storage of petrol should be restricted to the Maintenance Workshops and limited to 5 gallons in one metal 'Gerry Can' container and 5 gallons in plastic 1 gallon containers. All containers must be purpose made and clearly identified. Any changes must be authorised by the Facilities Bursar,

Storage of LPG should be kept to a minimum, at the time of the assessment there were 5x15kg empty, 7x15kg full and 1x40kg full. Such stock levels should be justified to the Facilities Bursar, and any changes authorised by him.

Update: Nov 2014

- Risk assessments for A&DT in place
- Risk assessments in place for Estates
- Hi Flam areas to be checked and risk assessments produced – Summer term 2016

13 HOUSEKEEPING

	N/A	Yes	No
Is the standard of housekeeping adequate?		<input checked="" type="checkbox"/>	
More specifically:			
Combustible materials appear to be separated from ignition sources?		<input checked="" type="checkbox"/>	
Avoidance of unnecessary accumulation of combustible materials or waste?		<input checked="" type="checkbox"/>	
Appropriate storage of hazardous materials?		<input checked="" type="checkbox"/>	
Avoidance of inappropriate storage of combustible materials?		<input checked="" type="checkbox"/>	
Comments and hazards observed			

All stairwells and corridors are required to be used as emergency exit routes; they should therefore be maintained as sterile areas with no combustible materials. The boiler room AP 308 on the third floor must be separated from AP 307 and AP 306 by 30 minutes fire resisting compartmentation with a FR keep locked shut door. AP 308 should be cleared of all combustible materials and maintained as a sterile area.

All boiler rooms should be kept clean and clear of all combustible materials, this is particularly applicable to the boiler room in the Gym at FP 012 which had a large amount of combustible materials in close proximity to the boilers.

The basement in the main building accessed via AQ 014, houses some of the electrical distribution boards for the School. This equipment is surrounded by combustible material which must be cleared from the room.

All COSHH and dangerous substances should be kept in the appropriate cupboards with the correct markings and signed 'Keep Locked Shut'.

The first floor corridor in the Lodge running to the Sleep Room must be kept clear of all obstructions in particular any sources of ignition, the photocopier and combustible materials should therefore be relocated as a priority.

The corridor in the Close building has combustible materials and obstructions in the corridor, also the hanging of art work from the ceiling of the corridor does add to the fire loading and should be removed, the other problem with these decorations is that they do obstruct vision of the exit signage. Combustible materials and obstructions are also located in the corridor of the Burston Art Studio, these could interfere with the operation of the Break Glass Call Point and should be removed.

Update: 2016 :

- Staff instructed to remove obstructions in main corridor of Close building.
- Staff instructed to remove obstructions from Art studio corridor.
- The Lodge first floor corridor is clear. Photocopier and resource located in room on first floor
- AP 307/308 Separated by thirty minute materials

14 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

	N/A	Yes	No
Is there satisfactory control over works carried out in the building by outside contractors?		<input checked="" type="checkbox"/>	
Are fire safety conditions imposed on outside contractors?		<input checked="" type="checkbox"/>	
If there are in-house maintenance personnel, are suitable precautions taken during working procedures?		<input checked="" type="checkbox"/>	

Comments and hazards observed

There should be a contract that strictly regulates and limits the work that can be undertaken without the implications on this risk assessment being considered and reviewed if necessary, for the period of the work. There should also be an induction process for all contractors coming onto the site.

In the event of outside contractors carrying out work on the premises guidance will be sought from the Bursar or fire risk assessment advisor prior to commencement of work.

A system of 'Permission to Work' permits, particularly for 'Hot Work', for contractors and in-house maintenance staff working on site must be introduced and administered by the Facilities Bursar or the Estate Manager.

Update: 2016

- Contractors Code of Practice Policy in place
- The Estates Manager carries out induction with contractors coming onto site
- Estates Manager to issue Permission to Work and Hot Work permits, when required
- Maintenance workshop equipment under service contract as per PMS

FIRE PROTECTION MEASURES

15 MEANS OF ESCAPE FROM FIRE

	N/A	Yes	No
It is considered that the building is provided with reasonable means of escape in case of fire?		<input checked="" type="checkbox"/>	
More specifically:			
Adequate provision of exits?		<input checked="" type="checkbox"/>	
Exits easily and immediately open able where necessary?		<input checked="" type="checkbox"/>	
Fire exits open in direction of escape where necessary?		<input checked="" type="checkbox"/>	
Avoidance of sliding or revolving doors as fire exits where necessary?		<input checked="" type="checkbox"/>	
Satisfactory means for securing exits?			<input checked="" type="checkbox"/>
Reasonable distance of travel:			
Where there is a single direction of travel?			<input checked="" type="checkbox"/>
Where there are alternative means of escape?		<input checked="" type="checkbox"/>	
Suitable protection of escape routes?		<input checked="" type="checkbox"/>	
Suitable fire precautions for all inner rooms?			<input checked="" type="checkbox"/>
Escape routes unobstructed?		<input checked="" type="checkbox"/>	
It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?			<input checked="" type="checkbox"/>

Comments and deficiencies observed

Some doors that also act as emergency exits were marked 'No Access' These should be replaced with a sign that has 'Except in an Emergency' added.

All emergency final exits should be fitted with a panic bar or pad wherever possible and marked with a sign stating 'Push Bar (or Pad) to Open'

A large number of fire doors were not closing properly, self-closers need adjusting or repairing, and in some cases the doors themselves may need to be adjusted. A system needs to be put in place to regularly check fire doors to ensure they are operating correctly and fully closing.

There were also a high proportion of fire doors being wedged open, or the closing devices being taken off or immobilised. Doors being wedged open will allow a fire to spread quickly

but more importantly allow exit routes to become smoke logged thereby cutting off escape routes.

Comments and deficiencies observed (Continued)

Although the list below is not exhaustive the following doors were identified as being in need of attention;

Fire Resisting Doors not closing due to defective closers, badly fitting doors, faulty catches: AR 303, AR 202, AR 104, AR 105, AQ110, AR 126, AR 127, AR 130, basement door in AQ 012, door at head of main staircase in the Richardson Building. All the doors in pre-pep from DR 001 to DR 007 are fitted with 'Perco' style closers operating through the spine of the door, these are not proving effective with most doors failing to close fully.

Fire Resisting Doors that require smoke brushes and intumescent strips to be fitted: AR 204, AR 205 AQ 110 and AQ 207, AQ 102, AR 103, Corridor doors between AQ 004 and AQ 003 (these doors are warped and badly fitting and may need replacing. (An option, should you wish to retain these doors, would be the fitting of a fire shutter linked to the alarm system).

In the Art Studio the entrance doors to Art & Craft were wedged open. These doors must remain closed while the building is in use.

The door at the base of the staircase leading from AQ 111 should be fire resisting with smoke brushes and intumescent strips fitted, it should also have the self closer re-fitted. A further door should be fitted in the wall separating the Kitchen, AP 020, from the adjoining room AP 021. This door would give protection from a fire in the kitchen to people using the staircase from AQ 111.

The doors opening onto the ground floor corridor AQ 004 from the servery area AP 019 must be fire resisting and self-closing.

AP 006, AR 013, AR 014 and AR 015 need to be fire resisting and self closing.

On the 3rd floor corridor AQ 301 the storage cupboards below the windows need to be upgraded to 30 minute fire resistance and kept locked shut with the appropriate notices or removed.

The emergency exit door from AQ 301 leading to the staircase in the teacher's accommodation is secured with a ceramic bolt, such securing devices are not acceptable for emergency routes from sleeping areas and should be replaced with a push pad or bar. Additional security in the form of an alarm or electric fail safe device could be fitted.

The door providing an emergency exit from the Playroom AR 017 onto the play area by Darley Road is required to open outwards as it has to allow for more than 60 pupils. It should also be fitted with a panic bar or pad securing device to facilitate easy egress.

The Chapel emergency exit door should also be fitted with a panic bar or pad securing device, the present securing system requires a two handed operation to release it.

The external staircase leading from the third to second floor needs a non slip surface applying to the top step. The window directly below this staircase needs to be upgraded to provide 30 minutes fire resistance and should be kept locked shut. Any door, window (other than toilet windows) and walls within 1.8m horizontally and 9m vertically should be fire resisting. Windows should be fixed shut and doors self closing. This rule should also be applied to any window or doorway below or to the side of the timber staircase leading from the first floor of the Sani Block.

The dead end travel distance on the first floor of the Sani Block from BR 101 to the base of the external staircase is well in excess of the 18m maximum distance allowed for such situations. It will therefore be necessary to provide an alternative means of escape from the first floor. An ideal solution would be an internal staircase leading from BR 101 down into BP 007. The staircase would have to be protected by 30 minutes fire resistance and have a protected lobby at its base leading to open air.

The boiler and laundry equipment located in BP 003 should be separated from the medical facilities in BR 002, 003 & 004. This could be achieved by placing a fire resisting wall across room BR 001.

The exit staircase leading from the Housemaster's accommodation at AQ111 and exiting into the kitchen at AP 021 requires protection at the base. A 30 minute fire resisting self closing door should be fitted so as to separate the staircase from the Kitchen (AP 020). This door could be held open on an automatic magnetic holder so as to allow normal pedestrian flow.

There are problems with the escape routes from all three of the temporary cabins. In the case of Forest School the emergency exit from the rear had a padlock on it. It is essential that this is removed when the cabin is in use.

There is no step down from the emergency exit with a drop of 600mm approx. A step should be placed outside of this door as a matter of urgency. As with all steps a handrail should also be erected. With the Beehive cabin the rear door opening is restricted by the wall behind it. The exit route from the door to the asphalt is also unacceptable as the only route involves a limited opening and a steep grass (now muddy) slope. An alternative means of escape should be provided and, should this include use of the slope, steps with a handrail provided.

Again in the case of the ESOL Classroom the exit routes are obstructed. Should anyone choose to use the emergency exit door (which is not required) they would be trapped behind the cabin as the door is hung on the wrong side. Those using the front exit route would have to negotiate a narrow opening between the steps and the external wall of AR 015 while walking over a sloping water gully.

The obvious exit route through AQ 008 is by pass code and not acceptable as it takes an emergency route from a building into open air and back into a building. A practice which must be avoided. The solution would be to reverse the staircase, re-hang the door on the opposite jamb, and provide a walkway to the front of the building. However in Section 8 it was suggested that this cabin be protected from arson by providing a security fence, this fence would need an emergency exit to facilitate the escape route from ESOL to 'a place of safety'. Emergency lighting will also be required in this area. (See Section 17)

In all three cabins it would be possible to take the emergency exit out of use completely by providing a protected route from the classroom to the final exit. This is more difficult in the Beehive and Forest School but could be achieved by removing any ignition source such as electric heaters and reducing the fire loading as far as possible with a sterile corridor being the ideal situation but accepting that this most probably will not be achievable.

The emergency exit from the first floor of the Richardson Building leads to the garden of an adjoining property. At present the route leads from the garden through a gate (which does not open), down some steps, along the side wall of the Richardson Building to the front of the Gym. This route is unacceptable as a fire precluding the use of the main staircase could also interfere with the secondary route past the foot of it. The route should therefore be changed to lead across the garden, alongside the house into Meads Street and left into the entrance of the main school driveway. The signage of this route is dealt with in Section 18. A purpose built staircase should be erected in room FP 002 in the Gym leading from the ground floor to the mezzanine floor so as to provide access to the boiler and ancillary equipment. An isolator switch should be fitted in FP 002 at ground level. Emergency exits should be provided to either side of the stage.

A large proportion of final exit doors require a two handed operation to open the securing mechanisms, this applies to the doors in the corridor in the Gym. Where ever possible these should be changed to a push bar or pad arrangement particularly where the number of people using the route could be in excess of 60, where the door also needs to open in the direction of outward travel.

The proposal to provide a small teaching kitchen in the South East corner of DR 006 and to open up DR 006 and DR 007 does not create any additional risks other than the possibility of a fire in the kitchen affecting the use of the staircase from the Art & Craft area on the first

floor of the building. The possibility of this is very low, with the early warning of automatic detection and limitations to the use of the kitchen in line with the other teaching kitchens this layout should not present any problems.

The fastening devices on the doors to the Maintenance Workshops, to the front of the Richardson Building, should be reviewed to ensure easy opening in the event of an emergency. This should be linked to a risk assessment of the operations taking place to ensure that if hand injuries are a possibility push pads or bars are fitted, (An option would be to keep doors open during higher risk operations such as fuelling of lawn mowers).

The arrangements regarding access to the main boiler room needs to be reviewed particularly in relation to accessing the boiler which is below ground level. A safety gate should be fitted inside the door to prevent anyone walking into the area and falling. This is particularly important as firefighters attending a fire in this area out of normal hours could be seriously hurt.

To maximise the time for evacuation of the premises all furniture must comply with the Furniture and Furnishing (Fire)(Safety) Regulations of 1988 as amended in 1989 and 1993. Any furniture and furnishings provided by the School should comply with these regulations while residents in the two apartments should be prohibited from bringing in any items of property if it fails to comply with these regulations.

Update: July 2011

- A fire door check will be carried out across the school every 6 months. A log of the checks will be maintained by the Estates Department. First check to be completed by end of September 2011 and immediate maintenance work identified during Fire Service inspection to be completed by end of October 2011.

Furniture

- All furniture checked regularly to ensure compliance with Fire Regulations.

Update: Jan 2012:

- Following internal consultation and telephone discussion with the ESFRS Fire Safety Office, the School has taken out of use the fire exit door that leads from the Gappies accommodation into Hilton Boys Lounge (AQ207). The furthest point from the gappies accommodation to the second fire exit door opposite the stairs and corridor is less than 18 metres. In addition, egress from Hilton leads to the same point at the top of the stairs adjacent to the second Exit (AQ206). From that point, people have a choice to exit down the stairs to the ground floor or moving further along the corridor and accessing the ground floor via the Boarding Reception area.
- Following inspection by the ESFRS Fire Safety Officer in Jun 2011, it has been decided to remove the Fire Exit door (AQ102) between the Housemaster's and Assistance Housemaster's flat. The distance from the furthest point in the Assistant Housemaster's flat to his main door is less than 18m. He then has two choices of exiting the floor – via the Boarding reception area or further down the corridor and exiting to the ground floor via the small dining room.
- An external fire escape stairs have been fitted and a new ease of egress window installed into the Sani block to ease emergency exit from the Sani Flat.

Update: Nov 2014:

Door audit completed
ESFRS Fire Inspection Completed
Programme of updating doors to effective 30-minute fire rating in progress
Update 2017

16 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

N/A Yes No

It is considered that there is:

- | | |
|---|-------------------------------------|
| compartmentation of a reasonable standard | <input checked="" type="checkbox"/> |
| reasonable limitation of linings that may promote fire spread | <input checked="" type="checkbox"/> |

Comments and deficiencies observed

The older parts of the School have undergone many changes over the years and it is difficult to fully ascertain that the correct level of fire resistance has been achieved. To confirm this is the case a plan of the school has been marked showing all walls and doors that should be fire resisting. Over the coming year a check should be carried out on all the walls identified in the plan to ensure compliance, with any deficiencies being rectified. Priority should be given to the wall between the Kitchen servery area at AP 019 and corridor AQ 004.

The boiler room AP 308 on the third floor must be separated from AP 307 and AP 306 by 30 minutes fire resisting compartmentation with a FR keep locked shut door.

The wall between the kitchen in the Housemaster's apartment, AP 109 should be separated from the remainder of the apartment by 30 minutes FR walls with a FR/SC door.

The separation provided by the corridor FQ 002 in the Gymnasium has been compromised by the removal of part of the door frame. A modification should be made to the frame to allow equipment to be moved into the Gym while allowing the integrity of the door to be maintained. A well-fitting removable block bolted into position would suffice.

It is imperative that fire doors are not wedged open such practices will cause a fire to spread rapidly. It was disappointing to see most of the fire doors in The Lodge wedged open, bearing in mind the age of the children and the layout of the building all fire doors other than those on automatic holders should be kept closed at all times.

UPDATE: JULY 2011 . All of above work has been addressed apart from the main kitchen and corridor area. Fireboarding work on the ceiling in kitchen servery and main corridor will take place in Easter half term 2011 and walls will be assessed then.

November 2014:

- Compartmentation gained between playroom and main corridor with 20 minute fire rating
- Auto door closers fitted onto two kitchen servery door.
- Third servery door on restricted opening

- All servery doors secured post service

17 ESCAPE LIGHTING

N/A Yes No

Reasonable standard of escape lighting provided?



Comments and deficiencies observed

The standard of emergency lighting at present installed in the main building falls below the standard required and should be upgraded. Emergency lighting is also required to illuminate the staircase from the 1st floor maintenance offices. The emergency exit route from the rear 1st floor exit of the Richardson Building should also be lit. The emergency exit route from the ESOL classroom to the drive way at the front of the building should also be lit by means of emergency lighting.

The Forest School occupies a remote wooded location and emergency lighting should be provided in and around the cabin and the length of the walkway to Darley Road.

Update: July 2011

- The school now has 238 emergency lights. They were installed in Spring and Summer 2010.
- Emergency lights are checked in-house on a monthly basis and recorded on a database.

Update: Jan 2012

- A further emergency light has been added to the Forest School

Update: Nov 2014

296 Emergency lights in place

Weekly testing in place

Annual service to BS EN 50172:2004 / BS 5266-8:2004

18 FIRE SAFETY SIGNS AND NOTICES

N/A Yes No

Reasonable standard of fire safety signs and notices?



Comments and deficiencies observed

Many exit routes are not signed and alternative exit routes have not been identified. Although there are notices displayed throughout the premises identifying emergency

assembly points, having regard for the type of occupancy, these cannot be relied upon to ensure people are aware of where to go. It is therefore essential to erect signs that clearly show external exit routes around the outside of the buildings and from external temporary buildings to the assembly point on the Long Asphalt.

All doors that are required to be fire resisting/self-closing should be marked with the appropriate notice.

Extra signage is needed within the main Kitchen to ensure exit routes are clearly seen from within the kitchen area. Additional signage is also required throughout the Gym, including the changing rooms and stage area. The exit route from the back of the stage in the Richardson Building first floor should also be clearly marked.

A safety sign should be displayed outside of the Main Building Boiler Room warning of the immediate drop on inside of door.

On the ground floor of the Richardson Building the emergency exit door leading to the rear staircase has a sign displayed stating 'No Exit', all such signs should clearly be marked 'except in an emergency'.

All push pads and panic bars should be clearly marked 'Push to Open' this particularly applies to the temporary accommodation cabins.

Many of the final exit doors need to be clearly marked as 'Emergency Exit Keep Clear' and some may require yellow hatching marked on the ground immediately in front of them.

These are doors that may not be immediately identifiable as an emergency exit.

All cupboards and doors opening onto escape routes and not normally occupied, other than toilets containing no sources of combustion, should be locked and marked 'Keep Locked Shut'

All gas supply pipes should be repainted using the correct colour, the paintwork is fading and gas markings are becoming hard to see.

An Orange LPG warning plate should be displayed on the outside of the groundsmen's hut containing the LPG cylinders.

Update: July 2011 : A lot of work has been undertaken to improve the signage around the school and several fire doors have been fitted with pushbars and pushpads. A review of signage and fire doors needs to be undertaken to assess where we are in completing this work. Review due to start October/November 2011.

Update: Nov 2014:

Fire doors have been labelled accordingly

19 MEANS OF GIVING WARNING IN CASE OF FIRE

	N/A	Yes	No
Reasonable manually operated electrical fire alarm system provided?		<input checked="" type="checkbox"/>	
Automatic fire detection provided?		<input checked="" type="checkbox"/>	
Remote transmission of alarm signals?			<input checked="" type="checkbox"/>

Comments and deficiencies observed

The majority of the School is covered by an alarm system that is either operated by automatic detectors and/or break glass call points. There are some areas such as the Gym that has break glass call points only and very few areas with no detection or call points. These areas are the teaching cabins, grounds men's accommodation and maintenance workshops. At the time of the assessment the School was in the process of considering an upgrade to the system. Such an upgrade should consider covering the whole of the site but with a system that will allow partial evacuation depending on the zone involved. An example of this would be only the Lodge evacuating in the event of its zone being involved. Such a system would minimise disruption to the School.

During the assessment there were locations identified that may require a higher level of security protected by electronic door catches. The alarm system should include provision for a fail safe that would release all catches on the operation of the system with Green Break Glass Call Points that will also bypass the system.

At present dormitory rooms AR 102 & AR 103 only have domestic alarms these should be upgraded as soon as possible. In the meantime extra care should be taken in relation to these two rooms.

Update: July 2011

- Remote alarm system being considered and researched for 2012
- Existing alarm system is serviced regularly and maintained by competent contractor
- Fire drills are carried out termly – for whole school (during the day) and boarding (at night)
- Domestic smoke detectors have been replaced by detectors wired into fire alarm system.

Update Jan 2012:

- Remote alarm system being researched in 2012

Update Nov 2014:

- New fire system and electrical loom fitted to L2 and L1 in boarding house and baby unit. Red care provision in place and 24/7 alarm centre monitoring
- Pavilion linked onto new system
- System commissioned Oct 2014

Update Aug 2017:

Fire door holder linked onto system into Richardson due to prevalence of door being wedged open.

20 MANUAL FIRE EXTINGUISHING APPLIANCES

	N/A	Yes	No
Reasonable provision of portable fire extinguishers?		<input checked="" type="checkbox"/>	
Hose reels provided?			<input checked="" type="checkbox"/>

Comments and deficiencies observed

Good level of extinguishers provided and maintained by Pyrotec Ltd.

Update: July 2011 :

Nothing

Update: Nov 2014:

Service contract moved to Fire Risk UK

21 AUTOMATIC FIRE EXTINGUISHING SYSTEMS (Relevant to Life Safety)

Type of System: **None Fitted**

22 OTHER FIXED SYSTEMS (Relevant to Life Safety)

None Fitted

MANAGEMENT OF FIRE SAFETY

23 PROCEDURES AND ARRANGEMENTS

Manager responsible for fire safety:

Mr Stephen Henderson – Reid Facilities Bursar
--

N/A Yes No

Competent person(s) available to assist in implementation of fire safety legislation?



Comments

Wayne Archer, Estates Manager

N/A Yes No

Appropriate fire procedures in place?
(including arrangements for summoning the fire and rescue service)



N/A Yes No

People nominated to respond to fire?



Comments

<p>There are different plans for day and night. However these need further refinement to cover periods when only limited numbers of staff are on the premises such as school holiday periods.</p> <p>School roll Information available in three locations: the Bursary, Gymnasium and Staff Common Room.</p> <p>When reviewing the procedures special attention needs to be given to monitoring the whereabouts of staff, contractors and visitors on the site.</p> <p>Arrangements need to be put in place for summoning the fire service from remote locations such as the Forest School.</p>

Update: July 2011

- No need to refine plans during holiday period.
- Contractors are required to sign in at the main office. Office reception staff to collect signing-in register at time of emergency and check, with Estates Manager, the whereabouts of contractors on site.

Update: Jan 2012

A new assembly point has been approved for children and staff based in the Nursery. In the event of emergency exit, the primary meeting point will be the Nursery Playground. If considered unsafe as a meeting point, the Nursery Manager (or her deputy) will go to the secondary meeting, which will be the Headmaster's lawn. Members of teaching staff feel the Playground to be safer assembly point and easier route to access in the event of fire.

Update: Nov 2014

- Process improved for accounting for all staff, contractors and visitor that is clearly documented.
- Contractors work to the schools revised code of practice.

Update Aug 2017:

Moving to a tally baton fire evacuation system as of Jan 2018

N/A Yes No

People nominated to assist with evacuation?



Comments

Key staff have been identified to assist in the event of an emergency, however these will need to be reviewed in light of any changes that are made to the emergency procedures.

Update: July 2011

Nothing

Update: Nov 2014

Presently no PEEPS action plans in place

Key staff training and aide memoire produced for key staff involved in managing fire evacuation.

N/A Yes No

Appropriate liaison with fire and rescue service



Comments

The Bursar should arrange a visit to the site by local fire crews for familiarisation purposes. The upper floors of the main building, boiler rooms and maintenance areas, including cylinder store, should particularly be singled out for mention.

Update: July 2011

- East Sussex Fire and Rescue Service carried out an inspection of the school during
- June 2011. The Fire Officer has Update: July 2011 d the Service's records for the school.
- The School received a compliance level 1 or 2 grading in the Inspection Report. The Report noted that the School's overall fire safety precautions are of a high standard.
- The Inspection Report has highlighted some action to be carried to ensure the School complies with current legislation.
- The Fire Service has Update: July 2011 d their Operational Data Management system and we will be in contact with them about future visits by various watches for familiarisation.

Update: Nov 2014:

ESFRS Site orientation Oct 2014

ESFRS Input into planning application approved build of new sports hall

N/A Yes No

Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)



Comments

The Bursar has recognised that this is not happening; however such procedures do need to be put into place as a matter of urgency.

Update: July 2011 :

- External H&S Inspection of School carried out every biannually during Feb and Oct half terms. Started Feb 2011.
- Internal H&S inspection carried out biannually in September and March each year.
- A spreadsheet is kept recording all maintenance requests

Update: Nov 2014 :

Bi annual external audit

Annual HSG 65 Audit/Inspection conducted internally annually with weighted score.

Recorded fire drills termly

Fire drill reports completed

Monthly emergency light test recorded

Weekly call point checked and recorded

Weekly fire extinguisher checks conducted

N/A Yes No

Appropriate arrangements for briefing of Contractors/Visitors



Comments

There is no evidence to demonstrate that this is happening on every occasion. Such procedures, which will include induction and signing in for contractors and visitors where needed, should be put into place as a matter of urgency.

Update: July 2011

- Estates Manager will brief and induct contractors whilst on site
- Contractors will be issued with School's Contractor's Policy
- Contractors must sign-in
- Visitors receive 'visitors badge' which notes fire procedures in case of emergency

Update: Nov 2014

- Contractors code of practice in place
- Visitors and contractors booked in and off site

24 TRAINING AND DRILLS

N/A Yes No

Are all staff given induction instructions on induction?



Comments

All new staff whether temporary, part time or full time must be given induction training at the earliest opportunity and at the latest within the first month. Even before such training is delivered they should have the basic information in relation to fire safety given to them on their first day.

Update: July 2011

- All staff receive basic H&S (incl Fire) briefing as part of annual September inset
- All new staff attend H&S (incl Fire) induction training with Facilities Bursar within first few days of commencement
- All HODs were issued with Think Safety booklet in May 2011

Update: Nov 2014

- Revised Health and Safety brief in place to bring home the salient points

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N/A Yes No

Are all staff given periodic “refresher training” at suitable intervals?

Comments

No member of staff spoken to had received any form of refresher training, in some cases this covered many years. Refresher training should be given yearly.

Update: July 2011

- House staff received Basic Fire training in November 2011
- Staff September Inset will include aspects of H&S and Fire training.
- Fire drills take place every term

Update: Nov 2014

- Annual fire extinguisher training for key staff
- Annual fire safety talk at Sep insets

N/A Yes No

Are all staff with special responsibilities (e.g. Fire Marshalls) given additional training?

Comments

There was no evidence to show that this takes place. Training needs to be organised for all staff with special responsibilities, particularly those with a role during the night.

Update: July 2011

- House staff received Basic Fire Safety Training in November 2011
- 18 members of staff are First Aid trained
- 8 members of staff are defibrillator trained
- Estates Staff received Extinguisher Training in Dec 2009

Update: Nov 2014

High number of trained first aiders and defibrillator users in place

Update: Aug 2017

Defibrillators now recognised as PAD be RC

N/A Yes No



Are fire drills carried out at appropriate intervals?

Comments

Fire drills are carried out twice each term, such drills need to include a full evacuation of the premises during the night to test the dormitory procedures.

Update: July 2011

- Two Drills are carried out each term: one drill in the day time and one at night.(boarders and hirers)

Update: Nov 2014

- No change

25 TESTING AND MAINTENANCE

N/A Yes No

Adequate maintenance of workplace?



Comments and deficiencies observed

Many of the self-closing doors were not functioning correctly. A test/checking regime linked to the health and safety inspection of the premises should be introduced to identify faulty doors and a schedule completed to track the reporting and repair of the fault. These checks should monitor and identify such issues and systems put in place to rectify deficiencies. A record of these checks needs to be maintained in the Regulatory Reform (FS) Order File.

Update: July 2011

- Maintenance checks are carried out regularly
- Maintenance requests are logged in a database
- External and internal maintenance checks are carried out biannually
- A fire door spreadsheet will be set up from Sept 2011

Update: Nov 2014

- Full door audit complete and rolling programme to make corrective actions in place

Update Aug 2017:

Faults are reported on helpdesk

N/A Yes No

Weekly testing and periodic servicing of fire detection and alarm system?



Comments and deficiencies observed

Testing of the system is carried out by in house maintenance staff and monitored by the Bursar.

Update: July 2011

- Nothing

Update: Nov 2014

- Tests full recorded

Update 2017:

Service contract remains in place.

N/A Yes No

Monthly, six monthly and annual testing for emergency lighting?



Comments and deficiencies observed

No records were available to demonstrate that this was taking place, although the Bursar has now developed a system for monitoring emergency lighting. A record needs to be kept within the Regulatory Reform (FS) Order File.

Annual and six monthly checks should be carried out by in competent engineers.

Update: July 2011

- Electrical contractor carries out periodic testing of emergency lighting
- Records held by the Estates Manager

Update: Nov 2014

Records held for in house and external checks by competent staff and contractors

N/A Yes No

Annual maintenance of fire extinguisher appliances?



Comments and deficiencies observed

Fire extinguishers are maintained by Pyrotec Ltd on a contract basis.

Update: July 2011

Nothing

Update: Nov 2014

Contract moved to Fire Risk UK 2014

N/A Yes No

Routine check of final exit doors and/or security fastenings?



Comments and deficiencies observed

All final exit doors should be checked each morning by a member of staff to ensure they are unlocked and unobstructed before the buildings are occupied by pupils. Although this is taking place the procedures need to be formalised by a written policy designating doors to be checked and those responsible.

Update: July 2011

- Lock up procedure document to be Update: July 2011 d to include opening up and door checks
- School Porter carries out task

Update: Nov 2014

- Security Policy implemented 2013

Update 2017:

Revised opening closing instruction issued.

N/A Yes No

Annual inspection and test of lightning protections system?



Comments and deficiencies observed

A survey should be carried out by a competent person to ascertain whether a lightning protection system in compliance with BS6651-1999 is required and the survey considered by the Board of Governors.

Update: July 2011

- New lighting protection installed in Summer 2010
- Surveyed each year by College's contractor in June

Update: Nov 2014

- Annual service contract in place and records retained to file

26 RECORDS

	N/A	Yes	No
Appropriate records of:			
Fire drills?		<input checked="" type="checkbox"/>	
Fire training?		<input checked="" type="checkbox"/>	
Fire alarm testing?		<input checked="" type="checkbox"/>	
Escape lighting tests?		<input checked="" type="checkbox"/>	
Maintenance and testing of other fire protection systems?	<input checked="" type="checkbox"/>		

Comments and deficiencies observed

A full set of all the records listed above need to be maintained and kept within the Regulatory Reform (FS) Order File.

In addition these records should include details of Induction and refresher fire safety training, along with specialist training for extinguishers.

Update: July 2011

- All records are held on electronic file or within the Fire Log Book
- Details to be included regarding induction and refresher training
- Copies of Fire training certification kept in Maintenance Staff Training folder and House staff certificates are retained in the Fire Log book.

Update: Nov 2014

- Fire drills recorded in fire file
- Fire training held on central register online
- Fire alarm testing recorded in fire file
- Escape light test recorded in fire file

Update 2017:

- FSO File updated annually

FIRE RISK ASSESSMENT

The following simple risk level estimate is based on a more general health and safety risk level estimator contained in BS 8800.

Potential consequences of fire > Fire hazard <	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low

Medium

High

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

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

Trivial

Tolerable

Moderate

Substantial

Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Author / reviewed by:	Stephen Henderson Reid
Governor Review	
Date:	Aug 2017
Review Frequency:	Yearly
Review Date:	Aug 2018