CORINIUM
FIRE SAFETY CONSULTANCY

FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005

Cheltenham College, Prep. School

1st November 2022

Provided by:
Corinium Fire Safety Consultancy

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ASSESSMENT DETAILS

Company Name (if applicable):	**Cheltenham College, Prep School**	
Address:	Thirlestaine Road	
	Cheltenham	
	Gloucestershire	
	GL53 7AB	
Responsible Person including role:	The Council of Cheltenham College	
Article 5 (3) Person providing information:	Jim Onions - Health and Safety	
Assessment carried out by:	Mike Tully	**Date:** 01/11/2022
Quality Checked by:	Tally Giampa	**Date:** 21/11/2022
Issue Date:	22nd October 2022	

Fire Risk Assessment History	
Date of previous Assessment(s):	**Type of Assessment:**
30/10/2019	Full (Corinium Fire)
Recommended review date ❶:	November 2025

❶ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is a reason to suspect it is no longer valid, or if there has been a significant change or material alterations in the matters to which it relates, or if a fire occurs. Material alterations should be disclosed to the insurer.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. Although this report does not address the risk to property or business continuity from fire, this is something that may be carried out upon request.

For and on behalf of Corinium Fire Safety Consultancy:	**Mike Tully GIFireE MIFSM** Fire Risk Assessor

The Submission of this report constitutes neither a warranty of future findings by Corinium Fire Safety Consultancy nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation and is based in part on information provided by others. No liability whatsoever is accepted for the accuracy of the assessment details.

EXECUTIVE SUMMARY

The fire risk assessment covers the main Preparatory school building accommodating up to 380 students which has offices, residential accommodation for 70 students and a teaching facility. The building is circa 1900s and is of traditional build of brick/block with a slate tiled roof on wooden rafters. The building is of three floors and a basement. It has three internal and two external stairways. In 1991 the building was extended to the one side with a steel framed structure with a brick outer skin, it is of two floors and an insulated sheet steel roof.

The scope of the fire risk assessment covers all parts on and within the premises except for any internal areas of private accommodation, extending to external areas under the control of the premises, including evacuation routes and assembly points. The appropriate guidance for this premises includes the HM Government guide *Fire Safety, Risk Assessment, Sleeping Accommodation, Educational Premises and BB100 Design for Fire Safety in Schools.*

A single storey teaching block with gallery floors and two-story drama block have been added. There is generally means of escape in two directions, or short travel distances, then alternative routes throughout. Gallery floors are less than 50% of the floor area below and interconnect with adjoining classrooms. Final exits fitted with electromagnetic security devices fail safe on actuation of the fire alarm and are provided with green box override devices.

Fire doors that are in frequent use are held-open on automatic hold-open devices. These doors are closed at night.

The laundry opens onto the exit lobby from staff sleeping accommodation. The area does not allow sufficient space for a door and would cause obstruction. This is considered satisfactory as alternative means of escape is provided. The laundry is not operational during sleeping hours.

In the event of fire, a simultaneous evacuation is carried out.

A corporate standard for health and safety, emergency preparedness and response has been produced by the organisation. The document clearly defines roles and responsibilities of staff within the organisation. Cheltenham College security staff are available 24/7 to deal with emergencies. Initial and refresher training is provided and includes practical use of fire extinguishers. Site staff are responsible for contacting the fire service and conducting a roll call. Risks to firefighters including the location of isolation points for electric are communicated to the Fire Service.

If the fire alarm is sounded the school porters respond (pagers connected to fire alarms); all staff and students have been given information on what to do in the case of fire. The identified fire wardens for the building are responsible for ensuring all buildings are vacated.

A Personal Emergency Evacuation Plan (PEEP) is available for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period, in the event of any emergency. A Generic Emergency Evacuation Plan (GEEP) may be more appropriate for unknown or uncontrolled visitors by providing evacuation procedures, information on layout, available equipment, and communication devices for use in an emergency.

The assembly point was confirmed as the Prep School Playing Field (this has been assessed as the most reasonable position, in a position of total safety away from the building, while also considering the security and safety of the occupants).

The fire alarm is a conventional system installed to a Category L2 standard, generally consistent with the requirements of British Standard 5839 Part 1:2017. This comprises manual break glass call points sited adjacent to all storey and final exits with automatic fire detection within all escape routes, rooms leading onto escape routes and risk rooms remote from escape routes.

Fire alarm call points have not been provided adjacent to the alternative exits from the main building class rooms into the playground area. This is considered satisfactory as automatic fire detection is provided within the rooms. The fire alarm system is remotely monitored by Southern Monitoring Alarm Receiving Centre (ARC). A diagrammatic zone plan with specific topographical information is located by the fire alarm panel to identify the zones within the building for use by the Fire and Rescue Service.

There is sufficient provision of emergency lighting, broadly consistent with the requirements of British Standard 5266 Part 1:2016.

Firefighting equipment of a type and size appropriate to the risk is provided throughout the building, generally consistent with British Standard 5306 Part 8:2012. This mainly comprises of a combination of 1x13A rated and 1x2Kg CO_2 extinguisher sited adjacent to fire alarm call points. Dry powder extinguishers are located within the boiler rooms. There is a possibility that the use of dry powder extinguishers in confined spaces can cause eye irritation and respiratory problems. In compliance with British Standard 5306 Part 8 2012, this type of extinguisher is to be replaced with a combination of 1x21A and 4.5Kg CO_2 extinguisher.

An Ansul fire extinguishing system is fitted within the commercial kitchen.

Within the sleeping accommodation all floors should be constructed as compartment floors and should provide at least 60m fire resistance due to the height of the top floor. Within schools, the maximum compartment size should be restricted to 800m^2. This has been achieved through existing fire compartmentation to protect the means of escape. The floor above the basement boiler room is concrete and the area separated with 30min fire resisting doors at basement and ground floor level. Within schools, kitchens are an area of special fire hazard. Therefore, the kitchen is separated from the servery and dining hall area with 30min fire resisting construction and self-closing fire doors.

Fire safety within the college is well managed with a dedicated health safety and fire officer who is supported by a number persons who carry out all checks and servicing. It can be identified that the fire standards across the college site have improved year on year. The college has a compliance data base in the works and maintenance department. This ensures all the required testing and maintenance of services within the buildings are carried out and up to date.

There is basic security against arson by outsiders due to secure access and 24/7 security staff.

The site is in a predominantly urban residential area where the incidence of arson is low. However, the opportunity for arson through anti-social behaviour is a risk which should always be taken into consideration as this is an open site. The risk of arson may be reduced with additional CCTV monitoring and the continuation of good external housekeeping to avoid the accumulation of combustible materials.

CONCLUSION

To be considered a protected escape route, an external stairway should normally be fire-resistant along its full length. This means that any door, window (other than toilet windows) and walls within 1.8m horizontally and 9m vertically below any part of the stairway should be fire-resisting, windows should be fixed shut and doors self-closing. The external fire escapes are not fully protected from the building throughout their full height, in the case of fire there are several alternative routes available and there is a comprehensive fire alarm system to give early warning in the case of fire. It is therefore not considered to be a high risk. However, except for the top floors, self-closing devices should be fitted to the exit doors from the dormitories opening onto the external escapes.

The drama hall has an exit width capacity in excess of the available floor space comprising two double exits, each with an exit capacity of 220 persons, and two single exits, each with an exit capacity of 110 persons. Discounting the largest exit if involved in fire, leaves an exit capacity of 440 persons. The occupancy of the gallery floor within the drama hall is less than 60 and therefore the alternative exit via the spiral stair is considered adequate.

The self-closing device that has been removed from the family room door should be reinstated.

The glazing between dormitories and the escape corridors should be over boarded with 12.5mm plaster board. Although the glazing is fire resisting, it offers no resistance to radiated heat. The glazing between classrooms and escape corridors is satisfactory as it is not required to be fire resisting. Escape is available in two directions and does not serve sleeping accommodation.

To avoid possible obstruction from the dining hall, exit doors that open inwards should be secured in the open position when the occupancy of the hall exceeds 60 persons.

An additional smoke detector is required within the Gap lobby in the vicinity of the roof void indicator as the depth of the arch is more than 10% of the ceiling heigh and obstructs smoke activating the existing device.

Curtains and blinds within escape routes and the drama hall require confirmation that they are fire retardant, i.e., BS5852 Part 1: 1979 – fire test of upholstered composites for seating and BS5867 Part 2: 2008 – fire tests for curtains which should meet Type B classification.

Air transfer grills between accommodation and void area should be fire stopped or sealed with 30min fire resisting construction if no longer required.

Housekeeping should be improved with the removal of combustible materials from within escape corridors and stairways serving sleeping accommodation. Items that are a source of fuel, pose an ignition risk, or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor or stairway or circulation space that will be used as an escape route. However, where more than one escape route is available, items such as those below may be acceptable if the minimum exit widths are maintained and the item presents a relatively low fire risk: -

- non-combustible lockers;
- vending machines;
- small items of electrical equipment (e.g. photocopiers); and
- small coat racks and/or small quantities of upholstered furniture which meets BS 717658 or the Furniture and Furnishing (Fire) (Safety) Regulations 1988.85

Therefore, combustible furniture and storage should be removed or protected cupboards provided.

Waste bins, skips and compressed gas storage are near the building. A separation distance of at least 6m is recommended. It is recommended that the external compressed gas cage storage is located at least 4.5 metres from combustible materials. Cylinders should be stored upright.

Improvements should be made to reduce the risk at limited cost. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required as a basis for determining the need for additional control measures. The consequences for life safety in the event of a fire and the fire risk have been assessed as '**MODERATE**'.

FIRE RISK ASSESSMENT MATRIX

Fire Hazard	Fire Severity: SLIGHTLY HARMFUL	HARMFUL	EXTREMLY HARMFUL
LOW	No Action	Tolerable Risk	Moderate Risk
MEDIUM	Tolerable Risk	Moderate Risk	Substantial Risk
HIGH	Moderate Risk	Substantial Risk	Intolerable Risk

BS 8800: 1996 - Guide to occupational health and safety management systems.

Considering the fire prevention measures observed at the time of this assessment, it is considered that the hazard from the probability of ignition at the premises is:

Low [ ] **Medium** [✓] **High** [ ]

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

Slightly Harmful [ ] **Harmful** [✓] **Extremely Harmful** [ ]

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

Slightly Harmful	Outbreak of fire very unlikely to result in serious injury or death of any occupant
Harmful	Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death or any occupant; any such injury or death is unlikely to involve multiples of people
Extremely Harmful	Potential for serious injury or death of one or more occupants

Accordingly, it is considered that the risk to life from fire at these premises is:

No Action [ ] **Tolerable** [ ] **Moderate** [✓] **Substantial** [ ] **Intolerable** [ ]

No Action	No additional controls required
Tolerable Risk	Consideration should be given to improvements that reduce risk. Risk reduction measures should be implemented within a defined time period.
Moderate Risk	Improvements should be made to reduce the risk at limited cost. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required as a basis for determining the need for additional control measures.
Substantial Risk	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

ACTION PLAN - SIGNIFICANT FINDINGS

SUMMARY OF ACTIONS	Priority	Timescale	Comments	Signed by:
Fire Risk Assessment Information should be made available to all staff.	BP	Immediate		
9.2 Waste bins, skips and compressed gas storage is in close proximity to the building. A separation distance of at least 6m is recommended.	BP	2 months		
13.3 Housekeeping should be improved with the removal of combustible materials from within escape corridors and stairways serving sleeping accommodation.	H	2 months		
15.1 It is recommended that the compressed gas cage storage is located at least 4.5 metres from combustible materials. Cylinders should be stored upright.	M	2 months		
17.5 To avoid possible obstruction from the dining hall, exit doors that open inwards should be secured in the open position when the occupancy of the hall exceeds 60 persons.	M	Immediate		
17.8 The glazing between dormitories and the escape corridors should be over boarded with 12.5mm plaster board. Although the glazing is fire resisting, it offers no resistance to radiated heat.	M	2 months		

17.11 The external fire escapes are not fully protected from the building throughout their full height. Except for the top floors, self-closing devices should be fitted to the exit doors from the dormitories opening onto the external escape stairs.	M	1 month		
17.11 The self-closing device that has been removed from the family room door should be reinstated.	M	1 month		
18.2 Curtains and blinds within dormitories and the drama hall require confirmation that they are fire retardant, i.e., BS5852 Part 1: 1979 – fire test of upholstered composites for seating and BS5867 Part 2: 2008 – fire tests for curtains which should meet Type B classification.	M	3 months		
18.3 Air transfer grills between accommodation and voids should be fire stopped or sealed with 30min fire resisting construction if no longer required.	BP	Advisory	Property protection only	
20.1 Fire doors protecting the service lift should be kept locked shut when not in use and provided with appropriate signage “Fire Door-Keep Locked Shut.”	M	1 month		

21.4 An additional smoke detector is required within the Gap lobby in the vicinity of the roof void indicator as the depth of the arch is more than 10% of the ceiling heigh and obstructs smoke activating the existing device.	M	3 months		

H – High Priority	M – Medium Priority	BP – Best Practice

The Risk Assessment covers a general overview of site conditions, equipment, procedures, etc. It is the responsibility of the owner/occupier to address any specific issues arising from the effects of specific processes, materials or operations which may impact on fire safety. Corinium Fire Safety Consultancy remain available to discuss and comment, based upon the specific technical/risk input arising from such circumstances.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 Article 9, which came into effect on 1st October 2006, requires a suitable and sufficient risk assessment to be carried out to identify the general fire precautions required to comply with the requirements under this Order.

The 'responsible person' may be the employer in relation to a workplace, or in relation to other premises, the owner/occupier who has control of the premises. The assessment should be recorded where there are five or more employees, a licence under an enactment is in force or an 'alterations notice' in force places a requirement.

The assessment set out in this document is an evaluation of the Life Safety measures and is intended to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessments should be reviewed periodically and in the event of:

- Changes to work activities or the way they are organised, including the introduction of new equipment;
- Alterations to the building(s), including the internal layout;
- The introduction, change of use or increase in the storage of hazardous substances;
- The failure of fire precautions, e.g., fire detection and alarm systems or sprinkler systems;
- Significant changes to the type, quantity and/or method of storage of combustible materials;
- Significant changes in the occupancy levels;
- A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency;
- Changes to the management of the organisation.

Where there are significant quantities of hazardous materials, a separate risk assessment is required in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

SCOPE OF ASSESSMENT

This fire risk assessment is based upon a non-invasive, non-destructive survey. The survey is carried out from floor height using no step ladders, platforms or other access equipment.

Unless certification or identifying markers are provided, all doors in this fire risk assessment referred to as fire doors, are assumed to be nominal fire doors. Corinium Fire Safety Consultancy does not guarantee that these doors are certified fire doors or that they have test evidence to prove their fire resistance. Any upgrades or repairs to these doors in this report are to improve on the current conditions and do not guarantee full compliance with the current standards.

CONTENT

GENERAL INFORMATION

1. THE BUILDING	
1.1 Number of Floors:	4
1.2 Number of floors entirely below ground:	1
1.3 Brief Details of Construction:	Traditional build of brick/block with a slate tiled roof on wooden rafters. Steel framed extension with a brick outer skin and insulated sheet steel roof.
1.4 Footprint (area m^2):	$1800m^2$
1.5 Use of Building:	Educational and Sleeping Accommodation

2. THE OCCUPANTS	
2.1 Approximate total number in the building(s) at any one time:	580
2.2 Approximate maximum number of employees at any one time:	100
2.3 Approximate maximum numbers of other occupants at any one time:	480
2.4 Associated times/hours of occupation:	24/7

3. OCCUPANTS AT SPECIAL RISK	
3.1 Sleeping Occupants:	**YES**
3.2 Disabled Occupants: Disabilities may include: mobility, visual and hearing impairments, learning difficulties, dexterity problems, health issues, mental health problems, orientation disorders.	**NO**
3.3 Disabled Occupants requiring assistance to escape:	**NO**
If **YES** to the above 3.3:	It was advised during assessment that there are no staff or students who could be in occupation of the buildings with any disabilities or mobility impairments which require a Personal Emergency Evacuation Plan (PEEP). A Generic Emergency Evacuation Plan (GEEP) is available.
3.4 Occupants in remote areas and lone working:	**NO**
If **YES** to the above 3.4:	
3.5 Young persons (under 18's) employed:	**NO**
3.6 Young person's risk assessment carried out and made available to parent or guardian?	**N/A**
3.7 Others:	Contractors & Visitors

4. LICENSING		
4.1 Does the building hold any relevant licenses? e.g. Theatres Act, Cinematographic Act, pyrotechnics?		**N/A**
If **YES** to the above 4.1:	*Occupancy Calculation*	
4.2 Where applicable, are all conditions of certificate(s) or license(s) relating to fire safety complied with?		**N/A**

5. FIRE SAFETY ENFORCEMENT		
5.1 The Regulatory Reform (Fire Safety) Order is enforced by:	Gloucestershire Fire & Rescue Service	
5.2 Is there any fire safety enforcement action in force?		**NO**
If **YES** to the above 5.2:		

6. FIRE LOSS EXPERIENCE
None.

7. ELECTRICAL SOURCES OF IGNITION	
7.1 Reasonable measures taken to prevent fires of electrical origin?	**YES**
More specifically:	
7.2 Fixed electrical installation periodically inspected and tested?	**YES**
7.3 Portable appliance testing (PAT) carried out?	**YES**
7.4 Suitable policy regarding the use of personal electrical appliances?	**YES**
7.5 Suitable limitation of trailing leads and adapters?	**YES**

HAZARDS AND OBSERVATIONS

Fixed

The fixed electrical system should be tested, inspected and certificated by a NICEIC approved electrical contractor at 5-yearly intervals. Your risk assessment may advise for this inspection to be conducted on a more frequent basis.

The NICEIC fixed electrical installation certificate was issued on 01/09/2022 (picture 1).

The fixed wiring in all the colleges buildings is checked every 5 years, this is monitored and recorded through the centralised compliance data base. In line with the college's policy where there are electrical distribution panels in the means of escape corridor they are checked monthly for the operation of the RCD's and as part of an ongoing program the majority of distribution panel have been replaced with metal ones reducing the risk of fire.

Picture 1

Portable Appliance Testing (PAT)

Portable appliances should be tested and inspected routinely by a competent person. The frequency of PAT will depend on the type of equipment and where it is used. Test records should be held, including any maintenance or repairs.

Portable appliance testing (PAT) is carried out in accordance with company policy. Within schools it is recommended that all Class 1 equipment should be PAT tested every 12 months (e.g., fridges, microwaves and toasters) and Class 2 equipment every 48 months (typically computers and photocopiers). A policy is in place to ensure personal equipment brought into the premises has managerial control is included in portable appliance testing.

8. SMOKING	
8.1 Reasonable measures taken to prevent fires as a result of smoking?	**YES**
More specifically:	
8.2 Smoking prohibited in the building?	**YES**
8.3 Smoking prohibited in appropriate areas?	**YES**
8.4 Suitable arrangements for those who wish to smoke?	**N/A**
8.5 Policy observed at the time of assessment?	**YES**

HAZARDS AND OBSERVATIONS

As from the 1st July 2007, smoking is no longer permitted in any enclosed or substantially enclosed premises, in any vehicles that serve the public and/or are used for business purposes. This typically includes pubs, restaurants, retail outlets and all places of work.

Legally compliant signs should be displayed in prominent positions.

The responsible person should ensure that signs are correctly fitted and maintained, as well as ensuring the 'No Smoking Policy' is enforced at all times.

There is a strict no smoking policy for staff and students. This is identified in joining instructions and the staff handbook.

9. ARSON	
9.1 Basic security against arson by outsiders appears reasonable? ❷	**YES**
9.2 Absence of unnecessary fire load in close proximity to building and/ or available of ignition by outsiders?	**NO**

HAZARDS AND OBSERVATIONS

Deliberate fire setting (arson) is a risk which should be mitigated. The Responsible Person should take all reasonable measures to prevent unauthorised access to buildings and external areas on the premises. Ensure that combustible materials, potentially used as fuel for a fire, are not located and cannot be moved within close proximity to the building.

There is basic security against arson by outsiders due to secure access and 24/7 security staff.

The site is located in a predominantly urban residential area where the incidence of arson is low. However, the opportunity for arson through anti-social behaviour is a risk which should always be taken into consideration as this is an open site. The risk of arson may be reduced with additional CCTV monitoring and the continuation of good external housekeeping to avoid the accumulation of combustible materials.

Waste bins, skips and compressed gas storage is near the building (picture 2). A separation distance of at least 6m is recommended. See section 15.1 for additional safety guidance about compressed gas cylinder storage (picture 3).

Picture 2


Picture 3

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

10. HEATING INSTALLATIONS AND PORTABLE HEATERS	
10.1 Annual testing and maintenance carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998?	**YES**
10.2 Annual testing and maintenance of oil-fired installations carried out in accordance with Oil Firing Technical Association (OFTEC) standard?	**N/A**
10.3 Are fixed heating and ventilation installations subject to regular maintenance?	**YES**
10.4 If portable heaters are used, is the use of the more hazardous type avoided? e.g. radiant bar fires or LPG appliances	**YES**
10.5 If portable heaters are used, are suitable measures taken to minimise the hazard of ignition of combustible materials?	**YES**

HAZARDS AND OBSERVATIONS

Ensure gas appliances are serviced by a Gas Safe registered engineer and certification is available for inspection.

The main building has four gas powered boilers that supply a water radiator system, they are in the basement and are subjected to annual servicing (picture 4). Records are kept and monitored on the compliance data base. The boilers are interfaced to shut down on actuation of the fire alarm. The single storey pre prep class building has two boilers located in an externally accessed fire protected room adjacent to the link corridor (picture 5).

Picture 4

Picture 5

Responsible persons must ensure that portable heaters are used in a safe and controlled manner.

Electrical portable heaters were found in the building. The following guidelines should be made available to all occupants of the building: -

- Secure heaters against the wall to stop them falling over, or fit wall-mounted units;
- Keep heaters away from combustible materials, such as clothes or furniture;
- Sit at least one metre away from a heater;
- Always turn a heater off, and leave it to cool, before moving it.

11. COOKING	
11.1 Reasonable measures taken to prevent fires as a result of cooking?	**YES**
More specifically:	
11.2 Filters cleaned or changed and ductwork cleaned regularly?	**YES**
11.3 Extraction ductwork deep cleaned periodically?	**YES**
11.4 Cooking equipment serviced periodically by a competent contractor?	**YES**

HAZARDS AND OBSERVATIONS

Statistically, cooking activities present a high risk of causing fires in the workplace. The Responsible Person should take all reasonable measures to reduce the risk of a fire starting in any kitchen or cooking facilities.

There is a commercial style kitchen with gas hobs, ovens and fat fryers and has an Ansul fire extinguishing system fitted. The kitchen has an emergency gas and electric shut offs and ductwork is cleaned under contract.

Ensure that staff are trained and provided with the appropriate supervision required to carry out their tasks. Staff should ensure the following: -

- Avoid leaving cooking unattended;
- Do not cook whilst tired, under the influence of alcohol or affected by medication causing drowsiness;
- Avoid leaning over hot hobs and keep tea towels and cloths away from the cooker and hob;
- Regularly clean the oven, hob, cooker hood and grill to avoid a build-up of fat and grease, which could ignite;
- Use spark devices to light gas cookers - they are much safer than matches or lighters (naked flame);
- Ensure that all equipment is turned off when not in use;
- Check toasters are cleaned regularly and placed away from combustible materials;
- Never place anything containing metal in the microwave;
- Never use a barbecue indoors or on a balcony - burning or smouldering fuel can cause carbon monoxide poisoning;
- Supervise any vulnerable persons using the kitchen at all times.

Staff are trained in what action to take in the event of a fire involving cooking fats or oils.

The Building Engineering Services Association (BESA) January 2013 publication, TR19 - Internal Cleanliness of Ventilation Systems, offers practical guidance ensuring that kitchen extract fire safety cleaning is done to sufficiently high standards to remove the fire risk. Section 7 of this document details guidance for controlling fire risk in kitchen extract systems and includes, within Table 13, suggested timescales (dependent on the type and frequency of use) for the thorough and effective cleaning of the ventilation system(s). This type of cleaning, including the complete removal of all the fat, oil and grease (FOG) deposits must be certified with post-clean photographic evidence to prove that it has been done correctly.

Other kitchens are limited to hot drinks, microwaves and toasters only. All appliances are subject to regular testing, inspection and maintenance – including as part of the regular portable appliance testing programme.

12. LIGHTNING

12.1 Does the building have a lightning protection system?	**YES**

HAZARDS AND OBSERVATIONS

Lightning strikes can cause damage to buildings in two ways, either through direct damage or through indirect electrical effects.

Lightning strikes to the structure can typically cause immediate injury to people, mechanical or physical damage to property, fires and malfunction of internal systems due to the lightning electromagnetic impulse.

A lightning protection system is fitted to the building (picture 6); full compliance with BS EN/EIC 62305 is sought from the maintenance company.

Picture 6

13. HOUSEKEEPING	
13.1 Is the standard of housekeeping adequate?	**NO**
More specifically:	
13.2 Combustible materials appear to be separated from ignition sources?	**YES**
13.3 Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste?	**NO**

HAZARDS AND OBSERVATIONS

Combustible waste and material should be suitably stored or removed from the premises. Failure to do so may impair occupants' escape in the event of fire. In severe circumstances, this may provide sufficient additional fire loading to increase the spread and intensity of a fire, preventing escape and potentially resulting in serious injury.

Housekeeping should be improved with the removal of combustible materials from within escape corridors and stairways serving sleeping accommodation. Items that are a source of fuel, pose an ignition risk, or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor or stairway or circulation space that will be used as an escape route. However, where more than one escape route is available, items such as those below may be acceptable if the minimum exit widths are maintained and the item presents a relatively low fire risk:

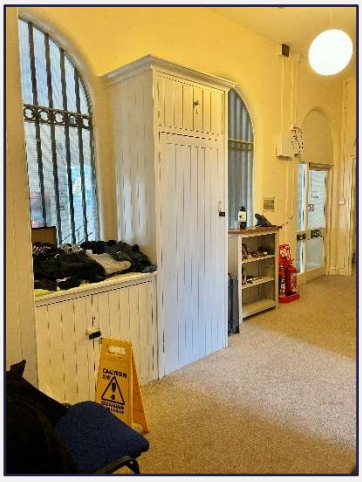
• non-combustible lockers;

• vending machines;

• small items of electrical equipment (e.g. photocopiers); and

• small coat racks and/or small quantities of upholstered furniture which meets BS 717658 or the Furniture and Furnishing (Fire) (Safety) Regulations 1988.85

Therefore, combustible furniture and storage (example; pictures 7 to 9) should be removed or protected cupboards provided.



Picture 7

Picture 8

Picture 9

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS	
14.1 Is there satisfactory control over works carried on the premises?	**YES**
More specifically:	
14.2 Where appropriate, are fire safety conditions imposed on outside contractors, including suitable fire stopping to repair breaches in fire compartmentation?	**YES**
14.3 Where appropriate, is a permit to work system used (e.g., 'hot work)?	**YES**
14.4 Are suitable precautions taken by in-house maintenance staff who carry out works?	**YES**

HAZARDS AND OBSERVATIONS

The Responsible Person should ensure all contractors working on-site are competent and hold valid certification. Contractors and visitors should also be made aware of all fire and health & safety procedures.

There is a written policy for contractors.

Contractors will be briefed on arrival by the management team, although there should be a written policy available on the premises for outside contractors. Contractors should be made aware of site-specific hazards. The policy includes the following: -

Contractors sign into the building on arrival and are be made aware of the fire and health & safety procedures. The contractors are made aware of their assembly point and the whereabouts of their responsible member of staff.

Contractors carrying out hot works such as flame cutting, welding, soldering or paint stripping which pose a serious fire hazard, are strictly controlled by having a written permit to carry out hot works. A method statement and risk assessment are submitted prior to commencement of works.

15. DANGEROUS SUBSTANCES	
15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? ❸	**NO**
15.2 Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)?	**N/A**

HAZARDS AND OBSERVATIONS

The usage and storage of any compressed gas cylinders should be in accordance with all necessary and relevant guidance including Code of Practice 44 within the British Compressed Gases Association (BCGA). This includes the storage of any cylinders in suitable, well ventilated external store away from the building (such as a secure/lockable cage). It is recommended that the cage storage is located at least 4.5 metres from combustible materials. Cylinders should be stored upright (picture 10).

Picture 10

Compressed gas cylinders should immediately be made known to the emergency services in the event of a fire, during the 999 call.

There was no obvious evidence of relevant persons being exposed to hazardous or dangerous substances, processes, or plant at the time of the assessment.

❸ For the purpose of this fire risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION	
16.1 Hazards and/or processes:	Laundry and Barbecues

HAZARDS AND OBSERVATIONS

Laundry (picture 11)

It is essential that appropriate systems are in place for the maintenance, inspection and use of tumble dryers in laundry rooms. In accordance with manufacturer's guidance, operators should note the following: -

- Ensure that lint filters in tumble dryers are cleaned before use and that lint is not allowed to accumulate in and around the appliance.
- Ensure that the 'cool down' cycle of the tumble dryer is adequate to reduce the temperature of the items. Items should not be removed from the dryer or piled/stacked while hot. However, items should be removed from the dryer as soon as the drying/cooling cycle is complete.
- Ensure that items contaminated with combustible substances such as solvents, grease, oils, fats etc. (e.g., catering cloths, PPE) are not placed in tumble dryers. Contaminated fabrics should first be washed in hot water with extra detergent to reduce the contamination.
- Items containing foam rubber (also known as latex foam) or similarly textured rubber-like materials should not be dried in a tumble dryer as these materials may ignite on heating.
- Ensure that appropriate preventative maintenance is carried out in accordance with manufacturer's recommendations.
- Ensure that all laundry staff are aware of the laundry operation procedures and the checks required.

Appliances should be checked for a safety recall on the 'white goods' recall register.
https://www.registermyappliance.org.uk/products/recall-list/

Picture 11

Barbecues

A barbecue should be a safe and enjoyable experience but to avoid injuries or damage to property, follow these simple precautions:

General Safety

- Make sure your barbecue is in good working order.
- Ensure the barbecue is on a flat site, well away from a shed, trees or shrubs.
- Use barbeques in well ventilated areas due to the risk of carbon monoxide poisoning.
- Keep children, garden games and pets well away from the cooking area.
- Never leave the barbecue unattended.
- Keep a bucket of water or sand nearby for emergencies.
- Ensure the barbecue is cool before attempting to move it.
- Never use a barbecue indoors or on a balcony - burning or smouldering fuel can cause carbon monoxide poisoning.

Charcoal Barbecues

- Use only enough charcoal to cover the base to a depth of about 50mm (2 inches).
- Only use recognised fire lighters or starter fuel and only on cold coals – use the minimum necessary and never use petrol.
- Never put hot ashes straight into a dustbin or wheelie bin – they could melt the plastic and cause a fire.

Gas Barbecues

- Make sure the tap is turned off before changing the gas cylinder.
- Change cylinders outdoors if possible or in a well-ventilated area.
- If you suspect a leak to the cylinder or pipe work, brush soapy water around the joints and watch for bubbles – tighten to fix but do not overtighten.
- After cooking, turn off the gas cylinder before turning off at the controls to ensure any residual gas in the pipe work is used up.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE	
17.1 Is the design and maintenance of the means of escape considered adequate?	**NO**
More specifically:	
17.2 Do staircase and exit capacities appear adequate for the number of occupants? ❹	**YES**
17.3 Reasonable distances of travel:	**YES**
17.3a Where there is a single direction travel?	**YES**
17.3b Where there are alternative means of escape?	**YES**
17.4 Is there adequate provision of exits?	**YES**
17.5 Fire exits open in direction of escape where necessary?	**NO**
17.6 Satisfactory arrangements for escape where revolving or sliding doors are used as exits?	**N/A**
17.7 Satisfactory arrangements provided for securing exits?	**YES**
17.8 Suitable standard of protection designed for escape routes?	**NO**
17.9 Suitable fire precautions for all inner rooms?	**YES**
17.10 Are the escape routes available for use and suitably maintained?	**NO**
More specifically:	
17.11 Are fire resisting doors maintained in sound condition and self-closing, where necessary?	**NO**
17.12 Is the fire resisting construction protecting escape routes in sound condition? ❺	**YES**
17.13 Are all escape routes clear of obstructions?	**YES**
17.14 Fire exits easily and immediately openable?	**YES**
17.15 Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	**YES**
17.16 Is there provision of refuge point(s) and emergency voice communication system?	**N/A**

HAZARDS AND OBSERVATIONS

For premises to have reasonable means of escape in a fire, the distance an occupant has to travel to reach a place of relative safety, provision of automatic fire detection and measures to protect the escape routes, are important considerations. It is imperative that there is reasonable distance of travel to a place of relative or total safety and that escape routes are kept clear at all times.

In the event of a fire, occupants need to reach a place of total safety, at a safe distance from the premises, where there is no immediate danger from the effects of fire. To do this, occupants need to be alerted to a fire as early as possible and make a safe evacuation.

The Preparatory school building accommodates up to 380 students and 100 teaching staff including residential accommodation for 70 students. The building is circa 1900's with three floors and a basement. It has three internal and two external stairways (pictures 12 to 14).

To be considered a protected escape route, an external stairway should normally be fire-resistant along its full length. This means that any door, window (other than toilet windows) and walls within 1.8m horizontally and 9m vertically below any part of the stairway should be fire-resisting, windows should be fixed shut and doors self-closing. The external fire escapes are not fully protected from the building throughout their full height, in the case of fire there are several alternative routes available and there is a comprehensive fire alarm system to give early warning in the case of fire. It is therefore not considered to be a high risk. However, except for the top floors, self-closing devices should be fitted to the exit doors from the dormitories opening onto the external escapes.


Picture 12


Picture 13


Picture 14

A single storey teaching block with gallery floors and two-story drama block have been added (pictures 15&16). There is generally means of escape in two directions, or short travel distances then alternative routes, throughout. Gallery floors are less than 50% of the floor area below and interconnect with adjoining classrooms. Final exits fitted with electromagnetic security devices fail safe on actuation of the fire alarm and are provided with green box override devices.


Picture 15


Picture 16

The drama hall extension has an exit width capacity in excess of the available floor space comprising two double exits, each with an exit capacity of 220 persons, and two single exits, each with an exit capacity of 110 persons (pictures 17&18). Discounting the largest exit if involved in fire, leaves an exit capacity of 440 persons. The occupancy of the gallery floor within the drama hall is less than 60 and therefore the alternative exit via the spiral stair is considered adequate (picture 19).


Picture 17


Picture 18


Picture 19

Fire doors that are in frequent use are held-open on automatic hold-open devices. These doors are closed at night (pictures 20 to 22).


Picture 20


Picture 21


Picture 22

The self-closing device that has been removed from the family room door should be reinstated (pictures 23&24).

Picture 23


Picture 24

The glazing between dormitories and the escape corridors should be over boarded with 12.5mm plaster board. Although the glazing is fire resisting, it offers no resistance to radiated heat (pictures 25&26).


Picture 25


Picture 26

The glazing between classrooms and escape corridors is satisfactory as it is not required to be fire resisting (picture 27). Escape is available in two directions and does not serve sleeping accommodation.


Picture 27

To avoid possible obstruction from the dining hall, exit doors that open inwards should be secured in the open position when the occupancy of the hall exceeds 60 persons (pictures 28&29).


Picture 28


Picture 29

The laundry opens onto the exit lobby from staff sleeping accommodation (picture 30). The area does not allow sufficient space for a door and would cause obstruction. This is considered satisfactory as alternative means of escape is provided. The laundry is not operational during sleeping hours.

Picture 30

❹ Based on current occupancy information provided. Detailed calculations (e.g., using floor space factors to predict maximum occupancy) not carried out.

❺ The fire risk assessment will not necessarily identify all minor fire stopping issues that night exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, an invasive survey by a competent specialist should be considered.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
18.1 Is it considered that there is compartmentation of a reasonable standard? ❻	**YES**
18.2 Is it considered that there is reasonable limitation of linings to adequately resist the spread of flame over their surfaces?	**NO**
18.3 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ❻ & ❼	**NO**

HAZARDS AND OBSERVATIONS

To prevent the spread of fire and smoke, buildings should be divided up into fire compartments from floor level up to the underside of the roof. The compartment walls should be constructed of fire-resisting materials to ensure effective resistance against fire and smoke. Walls and floors providing fire separation, must form a complete barrier with an equivalent level of fire resistance provided to any openings such as doors, ventilation ducts, pipe and cable passages. This will also protect the escape routes.

Within the sleeping accommodation all floors should be constructed as compartment floors and should provide at least 60m fire resistance due to the height of the top floor. Within schools, the maximum compartment size should be restricted to 800m^2. This has been achieved through existing fire compartmentation to protect the means of escape. The floor above the basement boiler room is concrete (picture 31) and the area separated with 30min fire resisting doors at basement and ground floor level.

Picture 31

Curtains and blinds within dormitories and the drama hall require confirmation that they are fire retardant, i.e., BS5852 Part 1: 1979 – fire test of upholstered composites for seating and BS5867 Part 2: 2008 – fire tests for curtains which should meet Type B classification (pictures 32&33).

Picture 32

Picture 33

Air transfer grills between accommodation and voids should be fire stopped or sealed with 30min fire resisting construction if no longer required (pictures 34 to 36).

Picture 34

Picture 35

Picture 36

Within schools, kitchens are an area of special fire hazard. Therefore, the kitchen is separated from the servery and dining hall area with 30min fire resisting construction and self-closing fire doors (picture 37).

Picture 37

❻ The fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, an invasive survey by a competent specialist should be considered.

❼ A full investigation of the design of heating, ventilation and air conditioning (HVAC) systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING	
19.1 Reasonable standard of emergency escape lighting system provided? ❽	**YES**

HAZARDS AND OBSERVATIONS

Emergency escape lighting is primarily required to provide occupants of the premises with sufficient illumination to safely evacuate from the building, in the event of a mains lighting failure.

There is sufficient provision of emergency lighting, broadly consistent with the requirements of British Standard 5266 Part 1:2016.

❽ Based on visual inspection only; no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES	
20.1 Reasonable standard of fire safety signs and notices?	**NO**

HAZARDS AND OBSERVATIONS

To comply with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety (Signs and Signal) Regulations 1996, fire safety signs and notices are required to provide information and also identify escape routes, fire safety equipment and fire hazards.

For further guidance, refer to the glossary of commonly used signs.

Fire doors protecting the service lift should be kept locked shut when not in use and provided with appropriate signage “Fire Door Keep Locked Shut” (pictures 38 & 39)

Picture 38

Picture 39

21. MEANS OF GIVING WARNING IN CASE OF FIRE	
21.1 Reasonable fire alarm system provided? ❾	**YES**
21.2 Automatic fire detection provided?	**YES**
21.3 What category of alarm system is required?	**L2**
21.4 Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	**NO**
21.5 What type of Fire Alarm System?	**Conventional**
21.6 Is the fire alarm connected to an Alarm Receiving Centre (ARC)?	**YES**
21.7 Is the fire alarm a 'double knock' or 'coincidence alarm' system?	**NO**

HAZARDS AND OBSERVATIONS

The installation of a fire alarm system can significantly increase the level of safety by providing an early warning of fire; it automatically activates in the event of a fire and allows occupants to manually raise the alarm throughout the building. A fire alarm system is required to be designed and installed in accordance with British Standard 5839.

It may be necessary to upgrade the fire warning system to incorporate automatic fire detection if there are areas where a fire could develop undetected, or where people work remotely.

The fire alarm is a conventional system installed to a Category L2 standard, generally consistent with the requirements of British Standard 5839 Part 1:2017. This comprises manual break glass call points sited adjacent to all storey and final exits with automatic fire detection within all escape routes, rooms leading onto escape routes and risk rooms remote from escape routes. However, an additional smoke detector is required within the Gap lobby in the vicinity of the roof void indicator (picture 40) as the depth of the arch is more than 10% of the ceiling heigh and obstructs smoke activating the existing device (picture 41).

Picture 40

Picture 41

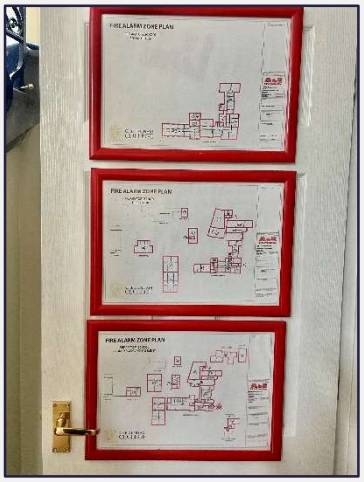
Fire alarm call points have not been provided adjacent to the alternative exits from the main building class rooms into the playground area (picture 42). This is considered satisfactory as automatic fire detection is provided within the rooms.

Picture 42

The fire alarm system is remotely monitored by Southern Monitoring Alarm Receiving Centre (ARC).

A diagrammatic zone plan with specific topographical information is located by the fire alarm panel to identify the zones within the building for use by the Fire and Rescue Service (pictures 43&44).

Picture 43



Picture 44

❾ Based on visual inspection only. No audibility test or verification of full compliance with relevant British Standard carried out.

22. MANUAL FIRE EXTINGUISHING APPLIANCES	
22.1 Reasonable provision of manual fire extinguishers?	**YES**
22.2 Are all fire extinguishing appliances readily accessible?	**YES**

HAZARDS AND OBSERVATIONS

The Regulatory Reform (Fire Safety) Order 2005, Part 2, Section 13, states that the Responsible Person must ensure that the premises are, to an extent that is appropriate, equipped with suitable and sufficient firefighting equipment.

Firefighting equipment of a type and size appropriate to the risk is provided throughout the building, generally consistent with British Standard 5306 Part 8:2012. This mainly comprises of a combination of 1x13A rated and 1x2Kg CO_2 extinguisher sited adjacent to fire alarm call points (picture 45).

Picture 45

Dry powder extinguishers are located within the boiler rooms. There is a possibility that the use of dry powder extinguishers in confined spaces can cause eye irritation and respiratory problems. In compliance with British Standard 5306 Part 8 2012, this type of extinguisher is to be replaced with a combination of 1x21A and 4.5Kg CO_2 extinguisher.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS	
23.1 Type of fixed system: Fat fryer suppression systems ⑩	**YES**

HAZARDS AND OBSERVATIONS

An Ansul fire extinguishing system is fitted within the commercial kitchen (pictures 46&47).

Picture 46

Picture 47

⑩ Relevant to life safety and this risk assessment (unless stated for property protection).

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT	
24.1 Type of fixed system ⑩ :	None
24.2 Suitable provision of fire fighters switch(es) for high voltage luminous tube signs?	**N/A**
24.3 Suitably sited facilities for electrical isolation of photovoltaic (PV) cells, with suitable signage, to assist the fire and rescue service?	**N/A**

HAZARDS AND OBSERVATIONS

⑩ Relevant to life safety and this risk assessment (unless stated for property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS	
25.1 Fire Safety is managed by ①:	**Jim Onions (Health & Safety**
25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions):	**Richard Caruthers (Head of Porters and Security)**
25.3 Suitable record of the fire safety arrangements?	**YES**

Businesses who employ 5 or more people or licensed premises, must have a written record of the fire safety management arrangements, generally referred to as a Fire Safety Policy. A policy should clearly define roles, responsibilities and arrangements for fire safety, which may include: -

- The responsible person for the company;
- The appointed person for each aspect of fire safety, whether in-house or an outside contractor;
- How often the fire risk assessment is carried out or reviewed;
- How many people are trained as fire wardens;
- Basic induction and fire safety refresher training provided;
- How often fire evacuation drills are carried out;
- If specialist equipment is provided, how is it serviced;
- The type of evacuation procedure.

The fire safety policy should be more detailed according to the complexity of the premises, the presence of hazardous substances or if particularly vulnerable people are present on site.

25.4 Are procedures in the event of fire suitable, sufficient and properly documented, where appropriate? ②	**YES**
More specifically:	
25.5 Suitable arrangements for summoning the fire and rescue service?	**YES**
25.6 Adequate procedures for investigating fire alarm signals?	**YES**
25.7 Suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	**YES**
25.8 Suitable arrangements for ensuring that the premises have been evacuated?	**YES**
25.9 Is there a suitable fire assembly point(s)?	**YES**
25.10 Adequate procedures for evacuation of any disabled people who are likely to be present?	**YES**
More specifically:	
25.11 Persons nominated and trained to assist with evacuation, including assisting disabled people?	**YES**
25.12 Do the premises have suitable and sufficient Personal Emergency Evacuation Plans (PEEPs)?	**YES**
25.13 Do the premises have a suitable and sufficient Generic Emergency Evacuation Plan (GEEP)?	**YES**

COMMENTS:

In the event of fire, a simultaneous evacuation is carried out.

A corporate standard for health and safety, emergency preparedness and response has been produced by the organisation. The document clearly defines roles and responsibilities of staff within the organisation.

Cheltenham College security staff are available 24/7 to deal with emergencies. Initial and refresher training is provided and includes practical use of fire extinguishers. Site staff are responsible for contacting the fire service and conducting a roll call. Risks to firefighters including the location of isolation points for electric are communicated to the fire service.

If the fire alarm is sounded the school porters respond (pagers connected to fire alarms) all staff and students have been given information on what to do in the case of fire.

The identified fire wardens for the building are responsible for ensuring all buildings are vacated.

A Personal Emergency Evacuation Plan (PEEP) is available for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time, in the event of any emergency. A Generic Emergency Evacuation Plan (GEEP) may be more appropriate for unknown or uncontrolled visitors by providing evacuation procedures, information on layout, available equipment and communication devices for use in an emergency.

The standard provision of a PEEP or GEEP for a disabled person takes into account the following points: -

- The disabled person's movement within the building;
- The operational procedures within the building;
- The type of assistance required by the person;
- The types of escape that can be made available;
- The building systems, e.g., refuge points, the fire alarm;
- The existing egress plan.

A disabled person can be expected to identify themselves if there is notification that a PEEP is available from staff. An evacuation plan may then be implemented for this person if the disabled person co-operates by giving necessary information.

The assembly point was confirmed as the Prep School Playing Field (this has been assessed as the most reasonable position, in a position of total safety away from the building, while also considering the security and safety of the occupants).

25.14 Persons nominated to use fire extinguishing appliances?	**YES**

COMMENTS:

Fire-fighting equipment is considered as a means of both prevention and protection. For example, preventing a small fire growing out of control and spreading beyond the area of origin, affecting the means of escape, and posing a risk to relevant persons.

Staff are trained to use fire extinguishers. It is be always policy that when the building is in use there should be an adequate number of staff trained in the correct use of portable fire extinguishing appliances. This training should be documented.

25.15 Is the premises multi-occupied? (i.e., the employees of another employer work in the premises)	**NO**
25.16 Is appropriate fire safety information given to the employees of another employer? (e.g., on fire risks and fire safety measures provided)	**N/A**
25.17 Is there co-operation between the duty holders for co-ordination of their fire safety arrangements?	**N/A**
COMMENTS:	
25.18 Appropriate liaison with fire and rescue service (i.e., fire and rescue service crews visiting for site-specific familiarisation visits)?	**N/A**
25.19 Routine in-house inspections of fire precautions undertaken (e.g., as part of workplace health and safety inspections)?	**YES**
COMMENTS: Fire safety within the college is well managed with a dedicated health safety and fire officer who is supported by a number persons who carry out all checks and servicing. It can be identified that the fire standards across the college site have improved year on year. The college has a compliance data base in the works and maintenance department. This ensures all the required testing and maintenance of services within the buildings are carried out and up to date.	

① This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

② Based on a brief review of procedures at the time of assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

26. TRAINING AND DRILLS	
26.1 Are all staff given adequate fire safety instruction and training on induction?	**YES**
COMMENTS: All staff are given fire procedure training on the day of commencing employment.	
26.2 Are all staff given adequate periodic 'refresher training' at suitable intervals?	**YES**
COMMENTS: It is a requirement of Article 21, Regulatory Reform (Fire Safety) Order 2005 to provide appropriate fire training to all staff, to help prevent injury in the event of fire and potentially save lives.	
26.3 Is the content of the training provided considered adequate? ③	**YES**
COMMENTS:	
26.4 Are staff with special responsibilities (e.g., fire wardens) given additional training?	**YES**
COMMENTS: Staff assigned to be Fire Wardens (Fire Marshals) or are undertaking the role of the Fire Warden, have been trained specifically for their role using online training. All staff appointed as Fire Wardens have been provided training which includes: - • basic fire science, fire classifications; • practical use of portable fire extinguishers; • identification of fire hazards in the workplace and how to deal with them; • emergency action procedures, correct evacuation routes and calling the emergency services; • video footage of the consequences of poor fire management.	
26.5 Are fire drills carried out at appropriate intervals?	**YES**
COMMENTS: If practicable, a fire evacuation drill is carried out at least once a year, preferably once per term.	

③ Based on a brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

27. TESTING AND MAINTENANCE	
27.1 Adequate maintenance of premises?	**YES**
COMMENTS: All fire safety equipment is maintained in accordance with British Standards and manufacturers' recommendations.	
27.2 Weekly testing of fire detection and alarm system?	**YES**
COMMENTS: The occupier carries out weekly tests of the Fire Alarm System in accordance with the requirements of British Standards 5839:1 2017.	
27.3 Inspection of fire detection and alarm system by a competent person?	**YES**
COMMENTS: A&E Fire and Security carry out six monthly maintenance of the Fire Alarm System in accordance with the requirements of British Standards 5839:1 2017.	
27.4 Monthly testing of emergency escape lighting?	**YES**
COMMENTS: The occupier carries out monthly testing of the Emergency Lighting System in accordance with the requirements of British Standards 5266-8: 2004.	
27.5 Annual Inspection of emergency escape lighting by a competent person?	**YES**
COMMENTS: A&E Fire and Security carry out annual maintenance of the Emergency Lighting System in accordance with the requirements of British Standards 5266:1 2016.	
27.6 Annual maintenance of fire extinguishing appliances?	**YES**
COMMENTS: A&E Fire and Security carry out annual inspections and maintenance of fire extinguishing appliances in accordance with British Standard 5306:3 2017.	
27.7 Periodic inspection of external escape staircases and gangways?	**YES**
COMMENTS: External escape staircases are subject to the following recommendations: - • That the stair treads, handrails and brackets securing the stairway to the building are in a sound condition. If there is evidence of rust on a metal stairway, it is likely that it needs a thorough inspection by a structural engineer followed by any necessary repairs and thorough treatment with weatherproof paint; • That the stair treads are non-slippery, e.g.no moss or algae growth; • That primary and emergency escape lighting is in working order;	

- That any necessary signs are in place and are unobstructed;
- Immediate action should be taken to remedy any faults found during the periodic check.

It is wise to scrape and re-paint a metal fire escape at regular intervals to ensure that it remains in a safe condition and to avoid the need for major and expensive structural repairs, which may put large areas of the building out of use.

27.8 Six monthly inspection and annual testing of rising mains?	**N/A**

COMMENTS:

27.9 Weekly and monthly testing, six monthly and annual inspection/testing of firefighting lifts and evacuation lifts for disabled people?	**N/A**

COMMENTS:

27.10 Weekly testing and periodic inspection of sprinkler installations?	**N/A**

COMMENTS:

27.11 Routine checks of final exit doors and/or security fastenings?	**YES**

COMMENTS:

It is a requirement that regular checks of the escape routes and final fire exit doors are made to ensure that they are clear of obstructions. These findings should be recorded.

27.12 Annual inspection and test of lightning protection system?	**YES**

COMMENTS:

It is a requirement to have the lightning protection system serviced in accordance with the requirements of BS EN/EIC 62305.

27.13 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	**YES**

COMMENTS:

Any works are reported through the site maintenance team.

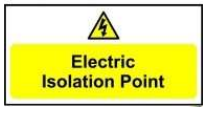
27.14 Other relevant inspections or tests?	**YES**

COMMENTS:

The Ansul fire suppression is maintained by A&E Fire and Security.

28. RECORDS	
Appropriate records of:	
28.1 Fire Drills?	**YES**
28.2 Fire Training (induction, staff refresher & warden training)?	**YES**
28.3 Fire Alarm Tests?	**YES**
28.4 Emergency escape lighting tests?	**YES**
28.5 False alarm activations?	**YES**
28.6 Maintenance and testing of other fire protection systems?	**YES**
COMMENTS: Records are kept as evidence of all tests, inspections, training and drills.	

GLOSSARY OF COMMONLY USED SAFETY SIGNS

Image	Where should the sign be applied?
	Next to Manual *'break glass'* Call Point(s) and/or Final Exits.
	Adjacent to Fire Alarm Control Panel.
	On Fire Door(s).
	On fire-resisting cupboards/storeroom Fire Doors.
	On Fire Doors fitted with a hold-open device(s). e.g. door magnets.
	Mandatory sign at the entrance(s) to the premises.
	Designated Fire Assembly Point.
	Designated Smoking Area.
	Near the main gas supply valve.
	Near the main electrical supply isolation point.

	Near to the source of an electrical supply.
	On doors fitted with a push bar mechanism.
	On doors fitted with a push pad mechanism.
	On doors that require a ‘single movement’ action to open.
	Adjacent to a passenger lift entrance.
	Indicate direction of escape.
	Above a final exit door (door leading to open air).
	Designated refuge point(s).

NOTES