



**FIRE RISK ASSESSMENT FOR THE PREMISES OF**  
**New Wing**  
**Ardingly College**

**CONDUCTED ON BEHALF OF**  
**Ardingly College**

**BY**  
**Neville Barker/Lance Brown**

**July 2011**

**Reviewed by L Brown on 14/07/2012 & 22/08/2013 & 17/07/2014 &  
10/07/2015 & 18/08/2016 & 03/08/2017 & 25/07/2018 & 24/07/2019  
& 15/07/2020**

**Reviewed by Amanda Hand 29/7/21**

## **Introduction**

This Fire Risk Assessment has been conducted in accordance with the Ardingly College Health and Safety Policy. Following the additional recommended control measures identified in this risk assessment will enable the risks in the event of a fire to be minimised. It will also aid compliance with the Regulatory Reform (Fire Safety) Order 2005 and further details included may assist in your Risk Assessment requirements under the Management of Health and Safety at Work Regulations 1999 and the Health & Safety at Work etc Act 1974.

## **How to use this document**

The assessment is produced in three sections:

- **Guidance explanatory Notes & outline of target building (this section)**

Explains the structure of this Fire Risk Assessment process and provides outline information regarding the building being assessed.

- **Part I**

Identifies the fire hazards, persons at risk and the current existing control measures.

Identifies the level of residual risk that is left with those control measures in place.

Where the existing control measures do not appear to reduce the level of risk to the lowest reasonably practicable, such risks are identified by the use of italics.

### ***Section and paragraph numbers provided are used to create an Action plan – Part II***

- **Part II – Action Plan**

Identifies the actions required to reduce the risks to the lowest level reasonably practicable. A priority rating is also included so that resources can be targeted at those risks. Priority 1 is given to those risks which in the opinion of the assessor require prompt attention to avert a significant life risk.

The Action Plan also identifies specific individuals or post holders to take responsibility for the actions and sets a date for remedial actions to take place.

It is critical that the allocation of responsible persons and target dates are completed, as assessments that have not been completed in this way and the controls not implemented, do not provide compliance with the legal requirements but more importantly do not assist in the reduction of fire risk to the organisation.

To complete the cycle, the risks, (when the additional control measures have been put into place) are re-assessed. The assessment is then complete, until its review date, or when any alterations (e.g. building alterations, change of process or number of persons on site) render the assessment no longer valid.

### **The Plan**

To assist identification of the residual material hazards and their location plans have been attached to the document.

***Should you be unsure of how this document is to be used please contact the originator, whose details are available on the front cover.***

### **Definitions**

To ensure clarification of some of the definitions used within this risk assessment the following will apply:-

#### **Fire Hazard**

Something that has the potential to: initiate a fire, exacerbate a fire, or prevent adequate response in the event of a fire.

#### **Fire Risk**

The likelihood that a fire hazard will occur, coupled with the severity of outcome, including those persons who may be affected (including numbers affected).

**N.B.** As the worst case outcome of fire is generally considered to be death or multiple deaths, the risk category generally reflects the likelihood of a fire occurring and the number of persons who will be affected.

### **People at Risk (Groups)**

- E** Employees including long term on site contractors
- P** Pupils
- V** Visitors – including visiting parents

- D** Disabled Persons (physical / sensory impaired)
- C** Contractors – visiting contractors on short term work
- F** Fire fighters

Generally the first four groups will always be affected, however under certain circumstances specific groups will be identified as being more at risk and on these occasions only the specific group will be identified

### **Risk Category (qualitative mechanism employed)**

The risk category is based upon two key areas and the number of persons exposed to the risk - Likelihood of harm occurring X Severity of the outcome

High = Very Likely/almost certain to occur / Major injury death outcome

Medium = could occur in time / Injury & ill health outcome

Low = Unlikely to occur / Minor or no injury & ill health outcome

*Where, in the opinion of the assessor, there is a combination of likelihood and outcome that falls between clear, High, Medium and Low, a Medium/High etc will be shown*

**Area covered by this Fire Risk Assessment:**      “New wing”

Total number of persons who may resort to the building (if known) :450

Responsible Person:	Chair of Governors
Name of Employer	Ardingly College
Landlord Name (if known)	Ardingly College
Total Number of Floors	4
Previously Certified (Fire Precautions Act 1971)	

### **Description of Building**

Purpose built teaching block of brick construction circa 1912.

### **Specific Information**

Dangerous Substances	None identified
High risk process/s	None
Flammable material process/s	None
Heating equipment	Gas fired boiler at basement level (D Floor) access from external only.
High Noise level process/s	None

### **Specific 'At risk' Groups (persons)**

Disabled/non ambulant

During term time there may be an occasional visiting parents, relatives who have such impairments and on occasion pupils with short term injuries.

In general the School will make reasonable adjustments to cater for the needs of such persons by relocating facilities to the ground floor whilst ensuring that they are not otherwise discriminated against or treated less favourably by such actions.

Sensory impaired

Not routinely but on occasion persons with visual impairment visit the school and may have occasion to be within the building.

Young Persons

(those not yet attaining the age of 18)

The majority of occupants will be aged from 12 to 18 years.

**Overall Risk Rating**

**NORMAL**

<b>1</b>	<b>Management Systems &amp; Procedures</b>				
1.1	Lack of adequate policy or procedures	E.P.V.D.C.	There is a defined general fire and evacuation procedure for the College.	Low	No
1.2	Defined roles and responsibilities	E.P.V.D.C.	Fire and evacuation procedures for New Wing pupils and staff are in place. Staff are clear as to their specific role in the event of a fire. New Staff are inducted and refresher training given.	Low	No
1.3	Lack of adequate training	E.P.V.D.C.	A full evacuation is carried out termly and a record of the event is kept. All staff attend Fire Safety Awareness training.	Low	No
1.4	<u>Lack of/inadequate inspection &amp; monitoring systems.</u> Monthly building checks, weekly fire alarm test, 4 monthly fire panel & detection service, annual & 6 monthly EL tests	E.P.V.D.C.	Monthly building checks being completed. 4 monthly fire panel and detectors checks last undertaken on 21/04/2020. Emergency lighting test completed on 02/11/2019. Weekly fire alarm test is being undertaken.	Low	No
1.5	Lack of/ineffective Emergency Plan	E.P.V.D.C.	There is an emergency plan in place which is periodically reviewed and has been tested.	Low	No
<b>2.</b>	<b>Sources of Ignition allowing fire to start</b>				
2.1	Faulty electrical equipment	E.P.V.D.C.	All portable electrical appliances are sourced from reputable suppliers. All staff are trained to carry out pre-use checks. Portable appliances are checked on an annual basis.  PAT testing required : -all equipment in English work room. -fan left on library main desk. -equipment in storeroom b1a first floor -Archive office lower ground floor some computer equipment	Low	No
2.2	Overload and coiled leads	E.P.V.D.C.	No over loaded sockets were seen during the inspection.	Low	No
2.3	Electrical circuits should be tested every 5 years	E.P.V.D.C.	Electrical circuits tested and next test due 03/11/2021	Low	No
2.4	Cooking equipment Clean grease filters and duct	E.P.V.D.C.	No Cooking equipment in this building	Low	No
2.5	Smoking	E.P.V.D.C.	The college operates a no smoking policy throughout the Campus buildings	Low	No
2.6	Gas/ Oil Fired Heating system	E.P.V.D.C.	The heating system is a gas fired system which is serviced annually.	Low	No
2.7	Arsonist Attack	E.P.V.D.C.	Due to the nature and location of the School, arson has not been a problem to date. External CCTV cameras are installed covering the two vehicle entrances.	Low	No
2.8	Hot Works	E.P.V.D.C.	The College operates a Permit to Work System (PTW) which College Maintenance Staff and contractors are obliged to follow. Contractors may use their own system if they are able to show that is at least equally robust.	Low	No
2.9	Are combustibles within ½ m of tungsten lights	E.P.V.D.C.	No issues were noted	Low	No

2.10	Are portable heaters in use?	E.P.V.D.C.	None were noted on the inspection	Low	No
3	<b>Sources of fuel that may assist fire growth:</b>				
3.1	Combustible waste materials and supplies (e.g. paper, cardboard etc.)	E.P.V.D.C.	Waste bins are emptied on a daily basis and waste is removed to a central rubbish and recycling area. No large deposits of waste were noted on the inspection.	Low	No
3.2	Walls and ceilings. Notice boards and displays should be kept to a minimum	E.P.V.D.C.	Walls are of solid block and brick construction. Ceilings are cast concrete and plastered, except a small amount of fibreboard on top of the main stairwell, which has been painted in ½ rated intumescent paint.	Low	No
3.3	Office furniture, carpets, curtains and other soft furnishings	E.P.V.D.C.	All furniture, carpets, blinds etc. are purchased with specific Flame retardant properties. No 'older' furniture was noted on the inspection. Several boxes of clothing are stored in the alumni area.	Low	No
3.4	Flammable chemicals	E.P.V.D.C.	There were very few chemicals of any nature within the building.	Low	No
3.5	Oxygen cylinders	E.P.V.D.C.	n/a	Low	No
4	<b>Rapid Fire &amp; smoke spread in workplace:</b>				
4.1	Consider structural compartmentation. Store rooms ½ FR, high risk rooms 1h, list shafts 2 hours.	E.P.V.D.C.	Compartmentation is to BS9999 and the DCLG guides	Low	No
4.2	Lack of fire protection between floors	E.P.V.D.C.	Floor and ceiling construction meets current building standards and no breaches were noted on the inspection.	Low	No
4.3	Lack of fire protection separation in access corridors and routes. Doors should not be left wedged open, 3 hinges required on fire doors & intumescent seals. Smoke sealed required on FD's leading to stairways and cross corridor doors.	E.P.V.D.C.	All fire doors within circulation areas are FR30 with cold smoke and intumescent seals All Fire doors within circulation areas have self-closing devices and meet with the FR30 rating. Teaching room doors are not FR rated and do not have self-closing devices and compartmentation is achieved in corridor and circulation areas.	Low	Yes
4.4	Abuse of Compartmentation	E.P.V.D.C.	Compartmentation is adequate.	Low	No
4.5	Corridors greater than 30m should have fire doors/compartmentation installed.	E.P.V.D.C.	Cross corridor doors are fitted where distances exceed 30m	Low	No
4.6	Escape routes - Escape routes should be class 'o' construction and provide ½ fire resisting rating	E.P.V.D.C.	Paper displays are located on the escape corridors, however these are kept to a minimum and contain paper only.	Low	No
4.7	Lack of information identifying Fire doors (FR30 / FR60)	E.P.V.D.C.F.	Where required fire doors are marked as appropriate e.g. Fire door keep shut, Fire door keep locked shut, Automatic Fire door Keep Clear.	Low	No
5	<b>Fire spread to adjacent properties</b>				



5.1	Internal/External Lack of FR separation between building occupiers	E.P.V.D.C	There is only one occupier of this building.	Low	No
6	<b>Persons in premises unaware of fire</b>				
6.1	<u>Means of detection.</u> Smoke detectors should be <7.5m apart. Heat detectors should be <5m apart. Call points placed on exit routes and exits from high risk rooms. Persons should not have to travel >45 to call point.	E.P.V.D.C	All smoke detectors are located in accordance with BS5839.  Fire detection was upgraded in 2014 to a fully addressable system. All rooms and circulation areas now have detection.	Low	No
6.2	Inner rooms should have either a vision panel, fire detection, 500mm gap in partition wall or a 2 <sup>nd</sup> escape route.	E.P.V.D.C.	Library office has vision panels fitted and has fire detection installed.	Low	No
6.3	Fire alarm sound level should be 65db in all areas and 75db from headboard of bed in sleeping areas	E.P.V.D.C.	No issues have been raised by the wing occupiers	Low	No
6.4	Means of communications not understood.	E.P.V.D.C	All staff and pupils, including lessees, are provided with instruction and training on how to raise the alarm and what the alarm sounds like and what to do in the event of an emergency. Visitors to this building are always accompanied and would be escorted to safety in the event of an alarm.	Low	No
6.5	Fire Action notices should be displayed by manual call points.	E.P.V.D.C	Fire action signed are in place. - Signs were missing outside b1a and in the alumni area. These have been replaced.	Low	No
7	<b>Persons cannot safely evacuate in the event of fire</b>				
7.1	Escape route size cannot cope with the number of persons (1.2m distance)	E.P.V.D.C	Escape routes throughout the building comply with current building regulations and are suitable and sufficient for the number of persons using the building	Low	No
7.2	Escape routes restricted or blocked. Doors should open in direction of travel if >60 persons & have vision panels	E.P.V.D.C	Escape route doors open in the direction of travel and are clear and free from obstructions. A significant amount of stock is being held in the uniform shop but a passage is available through the escape routes.	Low	No
7.3	Escape routes should be clearly marked by green moving person sign & directional arrows. Exit doors with panic bolts should be signed.	E.P.V.D.C	Escape routes have clear signage.	Low	No
7.4	Emergency lighting of escape routes & window less rooms and toilets >8m <sup>2</sup>	E.P.V.D.C	Adequate emergency lighting is currently installed.	Low	No

7.5	Knowledge of escape routes	E.P.V.D.C	Fire evacuation drills are carried out termly were possible and annually as a minimum. Records confirm drills are carried out. Visitors are escorted at all times. Lessees are instructed on arrival.	Low	No
7.6	Excess time taken to reach a place of safety. (Provide additional escape routes. 2 ½ minutes escape time)	E.P.V.D.C	Travel routes are within specified limits.	Low	No
7.7	Final exit doors	E.P.V.D.C	Final exit doors are marked as per Health and Safety signs and signals regulations 1996	Low	No
7.8	Final exit doors not easy to operate	E.P.V.D.C	Final exit doors open in direction of travel and are fitted with single action panic bolt openers. All doors are used on a daily basis and a defect reporting system is in place.	Low	No
7.9	No person nominated in the event of a fire call	E.P.V.D.C	Staff have designated roles in the event of a fire call.	Low	No
8	<b>Persons cannot be accounted for</b>				
8.1	No management system for ensuring all persons are accounted for.	E.P.V.D.C	Building swept in the event of fire to ensure all occupants have vacated. There is a robust role call system for the school which identifies if all pupils are unaccounted for.	Low	No
8.2	No designated assembly point	E.P.V.D.C	The building has designated assembly point on The Green.	Low	No
8.3	No mechanism for communicating with persons at assembly point	E.P.V.D.C	The teaching staff are experienced and well-practiced at bringing the pupils to order and communicating messages in the vicinity of the Assembly area. A loud hailer is available.	Low	No
9	<b>Small fire grows rapidly / untrained persons at risk</b>				
9.1	Firefighting equipment. 1 class A FE per 200m or 2 per storey minimum should be provided. Others extinguishers required as per ignition risk. Travel distance to FE should be <30m	E.P.V.D.C	Adequate portable fire extinguishers can be found within the building.	Low	No
9.2	Firefighting equipment fails to operate. Covers may be required to prevent tampering.	E.P.V.D.C	Fire extinguishers are marked as tested and in date. - Grey tag required on water extinguisher on lower ground floor IT Storage area.	Low	No
10	<b>Fire Service unaware of fire</b>				
10.1	No Means of summoning the fire service	E.P.V.D.C	The fire detection and alarm system are connected to a monitoring station via autodial. Telephones are available staff offices throughout the other buildings.	Low	No
10.2	No. Procedure for summoning the fire service	E.P.V.D.C	Procedure for summoning the Fire Brigade is known.	Low	No
11	<b>Fire Service unaware of building risks &amp; emergency plan</b>				
11.1	No emergency plan	E.P.V.D.C.F.	There is an H Block drawing located by the fire Panel.	Low	No

11.2	No Consultation with local fire service	F.	Ardingly College have a good relationship with the local fire officer and regularly call on them for advice and guidance.	Low	No
<b>12</b>	<b>Fire Service cannot gain access</b>				
12.1	Security doors impede Fire Service Access	F and all persons requiring rescue.	<p>Access during operational hours would not be impeded. At all other times staff are on the Campus who could facilitate access otherwise forced entry would be required</p> <ul style="list-style-type: none"> <li>- Key for lower library cupboard needed</li> <li>- Key for Boiler room in archive area needed</li> <li>- Code for new IT cupboard needed</li> </ul> <p>Codes changed on fire panel keys for the organ loft as these had changed.</p>	Low	No
<b>13</b>	<b>Future construction/ maintenance alterations</b>				
13.1	Alterations/works affect fire separation or means of escape in the event of a fire (during operations)	E.P.V.D.C	Contractors are vetted and risk assessments reviewed. Specifications written to CDM & building control specifications.	Low	No
13.2	Contractor starts fire by Hot Works	E.P.V.D.C	All work requiring Hot work process is subject to Permit to Work System – see Para 2.8.	Low	No
13.3	Contractors compromise existing fire safety measures, (compartmentation, detection etc.)	E.P.V.D.C	Head of Maintenance/Estates Bursar required to liaise with contractors ensuring PTW system is in operation and all systems are operational and all breaches of compartmentation for the purpose of the works are re-instated.	Low	No
13.4	Alterations to buildings affect compartmentation, fire separation other protective measures.	E.P.V.D.C	All alterations and building works are subject to Building control, designers under CDM are duty bound to take such matters in to consideration.	Low	No

## ACTIONS

12.1	4	Key for lower library cupboard needed Key for Boiler room in archive area needed Code for new IT cupboard needed	D. West	29/10/21	
9.2	4	Fire extinguisher in lower ground floor IT storage area needs a tag	D. West	29/10/21	
6.5	1	Fire action notice needed outside b1a First floor and alumni / Archive exit.	Amanda	ASAP	Complete
2.1	4	PAT testing required : all equipment in English work room. fan left on library main desk. equipment in storeroom b1a first floor Archive office lower ground floor some computer equipment	D. West	29/10/21	
12.1	1	Change codes for organ loft upper and lower door on fire panel keys	Amanda	ASAP	Complete

### Key to priority rating

- 1 Immediate Action required – within 24hrs (usually dealt with during inspection)
- 2 Short term action required within 1 week
- 3 Undertake action within 1 month
- 4 Action within 3 months or agree plan within 6 months
- 5 Review as part of Business Plan

H.O.M. Head of maintenance

H.S. House Staff

### Key to Plan

The relevant paragraph numbers are indicated on the attached plan to enable easy identification of the significant uncontrolled material hazards identified in this assessment

### Notes

It is essential that the action by/whom boxes are completed as soon as you have reviewed the assessment  
Failing to complete the information will leave the company vulnerable to prosecution by the enforcing authorities and may invalidate some building insurance policies

