

**FIRE RISK ASSESSMENT  
FOR THE PREMISES OF  
School House  
Ardingly College**

**CONDUCTED ON BEHALF OF  
Ardingly College**

**BY**

**Amanda Hand  
16/12/2022**

## 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 under 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**

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)**

<b>E</b>	Employees including long term on site contractors
<b>P</b>	Pupils
<b>V</b>	Visitors – including visiting parents
<b>D</b>	Disabled Persons (physical / sensory impaired)
<b>C</b>	Contractors – visiting contractors on short term work
<b>F</b>	Firefighters

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: "School House"**

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

Ground Floor	80
1st Floor	50
2nd Floor	100
	<b><u>230</u></b>

Responsible Person:	Chair of Governors
Name of Employer	Ardingly College
Landlord Name (if known)	Ardingly College
Total Number of Floors	3

**Description of Building**

The Building was constructed in 1865 primarily of brick. Internal walls are brick, block and timber stud work plasterboard construction. Floors are timber construction. The Wing has been remodelled and refurbished as detailed: Ground Floor : 2011, 1<sup>st</sup> Floor : 2007, 2<sup>nd</sup> floor: 2013

The Wing has mixed academic use consisting of:

Ground Floor:	General Prep school teaching areas
	Prep SMT office and reception
	Staff rest room

Staff study rooms  
Staff dining room  
Staff Common room  
Cloister corridor

1<sup>st</sup> Floor: Art Classrooms with Kiln Room  
Offices and toilet

2<sup>nd</sup> Floor Seven Prep Classrooms  
Offices & Kitchen area  
Gas Fired boiler in separate room off South Staircase

**Specific Information**

Dangerous Substances

Adhesives, paints, flammable dry materials

High risk process/s

2 x kilns located on 1<sup>st</sup> floor

Flammable material process/s

Heating equipment

Gas Fired Water heater in Boiler Room off South Stairs.

High Noise level process/s

None

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

Disabled/non ambulant

None

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 the building occupants will be aged from 7 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 the Kitchen staff are in place. Staff are clear as to their specific role in the event of a fire.	Low	No
1.3	Lack of adequate training	E.P.V.D.C.	A full evacuation is carried out in accordance with appropriate guidance 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. Weekly alarm testing on schedule. 4 monthly fire panel and detectors checks last undertaken on 26/10/22. Emergency lighting full test completed on 26/10/22	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.	Low	No
2.2	Overload and coiled leads	E.P.V.D.C.	Extension leads were bar type only and none were seen that were overloaded	Low	No
2.3	Electrical circuits should be tested every 5 years	E.P.V.D.C.	Next due 22/10/2026	Low	No
2.4	Cooking equipment Clean grease filters and duct	E.P.V.D.C.	No cooking equipment is located in the wing.	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 system is gas fired and periodically serviced by suitably competent and qualified engineers who also attend any faults.	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. Gates are installed to screen the rear for the catering area.	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.	Yes. Although all were PAT tested and located away from combustible materials.	Low	No
<b>3</b>	<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.	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 with a plaster skim. Some paper notices and art works are displayed on the exit route, but these are kept to a minimum.	Low	No

## Regulatory Reform (Fire Safety) Order 2005

**Fire Risk Assessment Part I for:**  
**Type of Premise:**  
**Address** Ardingly college

Ardingly College – “School House”  
 Teaching and office areas

**Assessor:** Amanda Hand  
**Date of Assessment:** 16/12/2022  
**Date of Review:**

	HAZARD	PEOPLE AT RISK	EXISTING CONTROL MEASURES IN PLACE	High/Med/Low RISK CATEGORY WITH CONTROLS	If Yes See Part II FURTHER ACTION
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.	Low	No
3.4	Flammable chemicals	E.P.V.D.C.	There were very few chemicals of any nature within the building. Some flammables are held by the Art dept and these are secured in a flame proof cabinet.	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. - Compartment breach in girls toilet on 2 <sup>nd</sup> floor.	Low	No
4.2	Lack of fire protection between floors	E.P.V.D.C.	Floor and ceiling construction meets current building standards. Fire rated plasterboard is located to the ceiling in the kiln room.	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 have self closing devices, meet with the FR30 rating have intumescent seals and 3 hinges fitted. All G/F east doors (South Quad side) do not have self closing mechanisms fitted and this was agreed with building control during the 2011 refurbishment works.  All fire doors operating correctly.  Smoke seal missing or damaged on the following doors: Door between photocopy room and classroom missing parts of smoke seals Smoke seals damaged on door from stairs to 2 <sup>nd</sup> floor corridor	Med	Yes
4.4	Abuse of Compartmentation	E.P.V.D.C	All areas are in good condition.	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 and artwork is located on the escape routes along the art floor, however an L2 system is provided throughout the wing and two means of escape are available from the floor	Low	No



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4.6	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,  Cross corridor door need signage, automatic fire door keep clear - Door between prep reception and corridor to Harry’s office change door signage to 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	The wing only has one occupier.	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	The building currently has a Category L2 system throughout the wing.  All smoke detectors are located in accordance with BS5839.  Call points are located on the exit routes and persons do not need to travel >45m to operate one.  <b>Heat detector covered in SH23</b>	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.	The inner rooms and rooms they lead through 2 <sup>nd</sup> floor (philosophy work room) are fitted with smoke detection and vision panels.	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 signs are located on the exit points to both floors.	Low	No

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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 except the large Oak doors leading to South Quad. Following a review with the WSCC Fire Officer (R Garrett) it was decided to leave the doors as they are because: <ul style="list-style-type: none"> <li>▪ The pupils who use this door are always accompanied by a teacher who would open the door if necessary</li> <li>▪ Secondary means of escape is available</li> <li>▪ An L2 system is fitted throughout the building</li> <li>▪ The corridor is a protected route</li> <li>- <i>Vision panel obstructed in art room.</i></li> </ul>	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 drill 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	All final exit doors are easy to open	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	Roll call is taken and building swept in the event of fire to ensure all occupants have vacated.  There is a robust roll call system for Prep school which identifies if all pupils are unaccounted for.	Low	No

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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	Fire fighting 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	Fire fighting equipment fails to operate. Covers may be required to prevent tampering.	E.P.V.D.C	All in place and checked annually. Service CO2 extinguishers in plant room.	Low	Yes
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 is connected to a monitoring station via auto-dialler. 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.	Building drawings are located by the main 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
12	<b>Fire Service cannot gain access</b>				
12.1	Security doors impede Fire Service Access	F and all persons requiring rescue.	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	Low	No
13	<b>Future construction/ maintenance alterations</b>				
13.1	Alterations/works affect fire separation or means of	E.P.V.D.C	Contractors are vetted. Specification written under CDM.	Low	No

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	escape in the event of a fire (during operations)				
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 2015 are duty bound to take such matters in to consideration.	Low	No

## Regulatory Reform (Fire Safety) Order 2005

### Recommendations

4.3	1	Missing fire evacuation rear entrance by Harry's office 2 <sup>nd</sup> floor corridor x2	A Hand	Jan 23	Complete
4.3	4	Door between photocopy room and classroom missing parts of smoke seals Smoke seals damaged on door from stairs to 2 <sup>nd</sup> floor corridor	D West	Jan 23	Complete
4.6	4	Door between prep reception and corridor to Harry's office change door signage to automatic fire door keep clear.	D West	Jan 23	Complete
7.2	4	Art floor obstructed vision panel on door	C. Grover	Jan 23	Complete
6.1	4	Detector head covered SH23 2 <sup>nd</sup> floor School House	D West	Jan 23	Complete
4.1	4	Girls' toilet, 2 <sup>nd</sup> floor- fill hole in ceiling compartment	D West	Jan 23	Complete
9.2	4	Service CO2 extinguisher in 2 <sup>nd</sup> floor plant room	D West	Jan 23	Complete