

# Regulatory Reform (Fire Safety) Order 2005

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

Ardingly College – “New Wing”  
 Classrooms on Floors A-C, Offices/shop & boiler room on Floor D  
 Ardingly college

**Assessor:** Katrina Levett  
**Date of Assessment:** 12/08/2025

	HAZARD	PEOPLE AT RISK	EXISTING CONTROL MEASURES IN PLACE	High/Med/Low RISK CATEGORY WITH CONTROLS	If Yes See Part II FURTHER ACTION
<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, which is known to all relevant staff.	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 retained. All staff attend Fire Safety Awareness training on induction. A full phase 2 evacuation drill is undertaken every Trinity Term	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 by the maintenance team. Quarterly fire panel and detectors checks undertaken. Emergency lighting test completed 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 is tested every term with a fire drill and a full College fire evacuation drill in the Trinity Term every year	Low	No
1.6	Keys in fire panel not working	E.P.V.D.C.	B1a store key on main fire panel keyring not working – Now working (18/8/25)	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 with last tests being carried out in October 2024. NOTE The Library is undergoing refurbishment and including some electrical work	Low	No
2.2	Overload and coiled leads	E.P.V.D.C.	No over loaded sockets or coiled leads were seen during the inspection, extension leads were not seen to be overloaded and electrical equipment seen was observed as in good condition.	Low	No
2.3	Electrical circuits should be tested every 5 years	E.P.V.D.C.	Electrical circuits tested and next test due <b>22/10/2026</b>	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

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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 and a security team operates a night service between the hours of 22.00 and 3.00am that checks the building areas and undertakes a campus wide lock-up, this is identified in the Access to Premises and Security Policy	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. Contactors 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 waste 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 where this is possible. No concerns were observed in respect of furniture seen	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	N/A	No
4	<b>Rapid Fire &amp; smoke spread in workplace:</b>				
4.1	Consider structural compartmentation. Store rooms ½ FR, high risk rooms 1h, lift shafts 2 hours.	E.P.V.D.C.	Compartmentation is to BS9999 and the DCLG guides. There are no lifts in the New Wing or in the entire H Block	Low	No
4.2	Lack of fire protection between floors	E.P.V.D.C.	Floor and ceiling construction meets current building standards, however one breach was noted on floor A (top floor) where a hole in the ceiling where the top of the tower can be observed. Maintenance/Estates aware, currently monitoring due to leak.	Low	Yes
4.3	Lack of fire protection separation in access	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.	Med	Yes

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	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.		Teaching room doors are not FR rated and do not have self-closing devices and compartmentation is achieved in corridor and circulation areas. However, the following was observed: The double cross corridor fire doors on the 3 <sup>rd</sup> floor (B) have no smoke seals		
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	The College is the only occupant	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

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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 and there is no sleeping accommodation in the New Wing	Low	No
6.4	Means of communications not understood.	E.P.V.D.C	All staff and pupils, including APL staff , 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. Lessees are instructed to evacuate in the event of a fire alarm activation	Low	No
6.5	Fire Action notices should be displayed by manual call points.	E.P.V.D.C	All fire action signs were observed and in place, with assembly points being noted as on The Green	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 rear of IT, however this is an area of storage only and not a permanent office space.	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, with the exception of the following <ul style="list-style-type: none"> <li>Floor c first floor Main door requires running man pictogram</li> </ul>	Low	Yes

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			<ul style="list-style-type: none"> <li>IT Support Office corridor requires running man pictogram</li> <li>Lower library illuminated fire exit sign needs to have sign attached</li> </ul>		
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 by the maintenance team in the event of a 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 and is taken to the green by the Reception staff	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, al fire extinguishers checked were up to date with the service requirements with the next service being Feb/Mar 2025.	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.	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>				

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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 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.	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
<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 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