

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: Katrina Levett
Date of Assessment: 13/8/25
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
1	Management Systems & Procedures				
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, in addition there is a campus wide fire safety policy and Health and Safety Policy. The Fire Evacuation procedure is tested every Trinity term with a full phase 2 fire drill, and termly for all boarding houses within the first two weeks of each term.	Low	No
1.2	Defined roles and responsibilities	E.P.V.D.C.	As the Catering team are often 1 st responders, fire and evacuation procedures for the Catering staff are in place. All staff are clear as to their specific role in the event of a fire and new staff (particularly Homms and Ahomms are inducted in the use of fire extinguishers every August	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. Staff receive onboarding training and Fire Safety Awareness training.	Low	No
1.4	<u>Lack of/inadequate inspection & 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 are being completed. Weekly alarm testing is on schedule, last tested 11/8/25 4 monthly fire panel and detectors checks last undertaken Emergency lighting full test completed	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
2.	Sources of Ignition allowing fire to start				
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 the last checks carried out in October 2024. Findings: The following require PAT testing as they have been missed in the October 24 whole campus PAT testing. <ul style="list-style-type: none"> Staff Common Room 2 Kettles require PAT testing - completed Staff Common room the Esporada coffee machine requires PAT testing – completed Note: As mentioned above all staff are aware that they need to carry out pre use checks before using any Portable Electrical Appliance Equipment	Low	Yes
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 8/3/2029	Low	No

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2.4	Cooking equipment Clean grease filters and duct	E.P.V.D.C.	There are no cooking equipment in the School House 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 annually 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.	No portable heaters were seen during the audit.	Low	No
3	Sources of fuel that may assist fire growth:				
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
3.3	Office furniture, carpets, curtains and other soft furnishings	E.P.V.D.C.	Where possible 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.	Low	No
3.5	Oxygen cylinders	E.P.V.D.C.	n/a – no O ² cylinders stored in the School House	Low	No
4	Rapid Fire & smoke spread in workplace:				
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.	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

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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. Findings: <ul style="list-style-type: none"> Main Office/reception door - small adjustment required to self closing device to ensure the door closes firmly into its frame - Completed 	Low	No
4.4	Abuse of Compartmentation	E.P.V.D.C	All areas are in good condition, no breaching was observed in the inspection	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 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, fire extinguishers and two means of escape are available from the floor	Low	No
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,	Low	No
5	Fire spread to adjacent properties				
5.1	Internal/External Lack of FR separation between building occupiers	E.P.V.D.C	Ardingly are the sole owners of the H Block therefore there are no other building occupiers	Low	No
6	Persons in premises unaware of fire				
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.	Low	No

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6.2	Inner rooms should have either a vision panel, fire detection, 500mm gap in partition wall or a 2 nd escape route.	E.P.V.D.C.	The inner classrooms and classrooms they lead through to on the 2 nd 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 and no sleeping areas in the school house 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 provided with information about what the fire alarm sounds like and are instructed to evacuate immediately on hearing the 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 all the exit points to all floors.	Low	No
7	Persons cannot safely evacuate in the event of fire				
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 previous 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"> ▪ The pupils who use this door are always accompanied by a teacher who would open the door if necessary ▪ Secondary means of escape is available ▪ An L2 system is fitted throughout the building ▪ The corridor is a protected route 	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 throughout school house have clear signage.	Low	No
7.4	Emergency lighting of escape routes & window less rooms and toilets >8m ²	E.P.V.D.C	Adequate emergency lighting is currently installed.	Low	No

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7.5	Knowledge of escape routes	E.P.V.D.C	Fire evacuation drills are carried out termly within 2 weeks of the start of term and annually as a minimum. Records confirm drills are carried out. Visitors are always escorted. Lessees are instructed on arrival. A full phase 2 fire drill is carried out every Trinity Term	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	Persons cannot be accounted for				
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.	Low	No
8.2	No designated assembly point	E.P.V.D.C	The building has designated assembly point on The Green and this is clearly stated on all fire action notices at each of the fire exits..	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 in the main Admin office, feedback is always provided after every Trinity Fire Drill and any improvements are implemented.	Low	No
9	Small fire grows rapidly / untrained persons at risk				
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	All in place and checked annually with next round of testing due February 2025 (see 9.1 one H2O extinguisher requiring corrective action)	Low	Yes

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10	Fire Service unaware of fire				
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 auto-dialler. Telephones are available staff offices throughout the other buildings and in the event of a power outage a landline is available in the Admin Office	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	Fire Service unaware of building risks & emergency plan				
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 call on them for advice and guidance.	Low	No
12	Fire Service cannot gain access				
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	Future construction/ maintenance alterations				
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. Specification written under CDM.	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 2015 are duty bound to take such matters into consideration.	Low	No