



**Freeman's School Main House, Ashted Park, Ashted, Surrey, KT21 1ET**

**The City of London Corporation**

**External Fire Risk Assessment**

**Prepared by: The Oakleaf Group**

**McGowan House, 10 Waterside Way, The Lakes, Northampton, NN4 7XD**

## Site information

**Building Name** Freeman's School Main House  
**Building Ref**  
**Division**  
**Estate**  
**Property Name** Freeman's School Main House, Ashtead Park, Ashtead, Surrey,  
KT21 1ET  
**Property Ref**

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Name of the person responsible for fire safety (Premises Controller) on site: -

**Name of the person:** Edward Kennedy

**Department name:** Head of Operations

**Telephone Number:** 01372 822402

**Mobile:** 07922 383020

**Email address:** N/A

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Name of the person responsible for liaisons on fire safety matter with third party:

**Name of the person:** Ken Stone

**Department name:** DBE – Parking

**Telephone:** N/A

**Mobile:** 07526200880

**Email address:** Ken.Stone@cityoflondon.gov.uk

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Person responsible for arranging corrective actions (Competent art 13 RRO): -

**Name of person:** Neil Hawkins

**Department name:** City Surveyor's

**Telephone:** N/A

**Mobile:** 07526200880

**Email address:** Neil.Hawkins@cityoflondon.gov.uk

## Assessor details

Name of the person: Gary Newbold    Department name The Oakleaf Group

Telephone: 08452937571

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Date of the assessment	:	24 <sup>th</sup> June 2021
Date of first draft reviewed	:	04 <sup>th</sup> August 2021
Date when finalised	:	<b>04<sup>th</sup> August 2021</b>
Date sent to premises controller:	:	
Date of next assessment	: (Use aide-mémoire 2)	24 <sup>th</sup> June 2022

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Report Signed by Assessor

Signature: GN

Print Name: Gary Newbold

Date: 24<sup>th</sup> June 2021

Name of Assessors reviewer:

Jeff Smith

Signature of Assessor reviewer

Signature: JS

Date of Review

Date: 04<sup>th</sup> August 2021

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Minor amendment history

Details of minor amendment history between detailed full assessment intervals, carried out. (Attached to rear of the main assessment)

Date of assessment	Department Assessor name	Brief details	Department Manager responsible for actioning

## Preamble

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement. This assessment comes complete with a Certificate of Conformity to the BAFE SP205 Life Safety Fire Risk Assessment scheme

## Executive Summary

*This building is deemed as a moderate risk due to the structure and condition of the doors within the premises. There have been several actions raised within the report that if carried out would significantly reduce the rating. For more information, please refer to the report.*

## Overall risk assessment

- **Moderate** – Essential action must be made to reduce the risk. Remedial Actions could reduce this to Tolerable.
- Please see further comments in the Executive Summary & the Action Plan.

## Survey Methodology

- The Assessment has been undertaken by a competent & trained fire risk assessor.
- Review of fire safety documentation including training records were checked where applicable and available for inspection, otherwise actions raised for confirmation.
- Technical information referred to may include e.g. British standards, Approved codes of practice, AD – B or BS 9999 & HM Government Guides.

## Specific Site Survey Information

- Please see page 22 onwards.

## Description of site

*This is a large grade II listed building that is set in its own grounds that includes cricket pitches, a pavilion and ample parking. The building has recently undergone significant refurbishment to provide an educational facility but ensuring the historical value of the building is not compromised. The part of the property assessed covered three floors, the main entrance that opens into a main hall area, and an orangery to the right. There are 3 main staircases, with an additional wooden stairwell that leads from the second floor to the roof space and roof top. The first and second floors are to be classrooms of varying studies.*

## Use of Site

School

### Passive Fire Precautions

*Fire Doors & Compartmentation, Fire Signage, Protected Escape Routes*

### Active Fire System

*Fire Alarm System, Fire Extinguishers/Hose Reel, Sprinkler System, Emergency Lighting*

### Fire Ignition Sources

*Electrical Intake Room, Electrical Item, Smoking*

### Fire Training

*The staff on duty confirmed that fire safety information and evacuation instructions are given to all new staff members as part of an induction program. It was noted that fire safety training was provided for Fire Warden/Marshalls to assist in evacuation if required however no records were seen.*

Likelihood of fire occurring at the property - MEDIUM



Likelihood of fire spreading through the building - MEDIUM



## Likelihood of loss of life due to fire - MEDIUM

High	Medium	Low
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## Formulate and document an action plan

*If it is considered that the fire risk and existing fire precautions are such that no improvements are necessary, this should be recorded within the fire risk assessment. The action plan should address both physical fire precautions, managerial issues and should normally prioritise measures so that the appropriate effort and urgency is clear. The measures within the action plan should both practically implement and maintain, taking into account the nature of the building and its occupants. With the best solution to bring about improvement with a possible pragmatic solution.*

### CoL Specific Hazard identification and Action plan template

*Each hazard risk is to be identified in the assessment and is to include the following sections: as the following example: -*

- *Location: Specific to the building area i.e. 2<sup>nd</sup> floor north wing room A23 (use of the standard door marking for monthly testing is good practice as a location point)*
- *Observations: Controls in Place - a list of what controls are in place to control the fire hazard, subjective appraisal*
- *Missing Controls / Problem - an explanation of any missing controls or safety problems identified during the risk survey to include, thumbnail photographs where they help to clarify the problem & further action required - the individual actions that should be taken to control the hazards and put corrective actions in place*
- *Risk Priority - The assessor's opinion of how urgent the action is, that needs be taken to reduce risk to a tolerable level. This is subjective and is based on the CoL Matrix below*
- *CoL Service level: Time frame for contractors to attend in hours / days as our service level agreement with service providers*
- *Actioned by: The CoL member on the site who reports the defects*
- *PSD: Property service desk number given when reporting (undertaken by CoL staff when assessor informs them whilst on site)*

- *Completed date or date followed up (Maximum 28 days for items to be followed up and recorded in the table)*
- *When possible, the assessor is to place a photo below the concerns A9 size 37mm x 52mm*

COL



<b>Ref No. Location:</b>	<b>Observations</b>	<b>Recommended further action</b>	<b>Observation Pictures</b>	<b>Risk Rating Low Medium High</b>	<b>Priority Level  (Please refer to table 1)</b>	<b>Action by Whom &amp; When  (Person task with action by premise controller)</b>	<b>Date Completed</b>
<b>Building</b>	The fixed wiring test had been completed but the label on the distribution box stated it had been tested on the 25th June 2021. The assessment was carried out on the 24th June. This is presumed that the label was placed for a future date for the handover of the premises.	Ensure certification is in place with the correct date of testing to make sure certification is in place on handover.	1 in Appendix.	Medium	D 3 months	Gilbert Ash	Test date 18/06/2021 (O&M Folder File 4 Section 5 Electrical Installation Ref MP-E2001-134)
<b>Building</b>	The building was not occupied on inspection and no portable appliances were in place.	When the building becomes occupied ensure that all portable appliances are in date PAT to provide electrical integrity testing.	N/A	Medium	D 3 months	FM	
<b>Building</b>	There were no 'No Smoking' signs present throughout the premises on the day of assessment to remind people of the 'No Smoking' policy.	Display 'No Smoking' signs throughout the premises.	N/A	High	C 28 days	Head of Ops	Site is no smoking

<b>Building</b>	Lightning protection is in place, but it could not be confirmed that the system has been tested and maintained. Section 5 of the Electricity at Work Act 1989 states; “that all lightning protection systems are maintained and tested at regular intervals, preferably not exceeding 12 months”.	Ensure certification of testing is in place or arrange for the lightning protection system to be tested and maintained in accordance with BS EN 62305.	N/A	Medium	<b>D</b> 3 months	Gilbert Ash	Test complete 24/06/2021 (ELESS Ref Q1051/2021) Next test 23 Jun 2022
<b>Building</b>	The building was unoccupied on inspection and therefore no extension cables present.	The responsible person is to ensure that all extension cables are in date PAT and not overloaded if they are to be used to prevent electrical ignition.	N/A	Medium	<b>C</b> 28 days	FM	
<b>Building</b>	The emergency lighting test was being carried out during the inspection prior to the building being handed over. To provide illumination in the event of a fire to allow a safe egress.	Confirmation that the emergency lighting test was completed and satisfactory.	N/A	High	<b>C</b> 28 days	Gilbert Ash	Test date 24 Jun 21 (LC Contractors ref MP-E2001-135)
<b>Building</b>	As the premises was not currently being occupied there was no signage in place to provide information to all personnel using the building.	Before the premises are occupied the following signage is to be put in place:-	N/A	High	<b>C</b> 28 days	FM	Signage in place by 19 Jul 21

		<p>Fire Action posters detailing the evacuation policy and assembly point.</p> <p>Fire extinguishers location and information.</p> <p>Break glass call point signs.</p> <p>Assembly point.</p>					
Escape Routes	Currently the contractors are finalising furnishings and therefore escape routes are compromised.	The escape routes are to be cleared prior to occupancy.	43 - 48 in Appendix.	High	C 28 days	Head of Ops	28 Jun 21
Second Floor Landing	Server is currently located on the landing second floor.	It is recommended that this equipment is enclosed in a fire resisting room / construction to protect the escape routes and circulation areas.	53, 54, 55 in Appendix.	High	C 28 days	Hawkins Brown / Gilbert Ash	Awaiting design confirmation
Building	The electrical distribution board is not enclosed in a 30 minute fire rated structure.	The electrical distribution board should be enclosed in a 30 minute fire rated structure to reduce smoke and fire spread and maintain the escape route.	56 in Appendix.	Medium	D 3 months	Hawkins Brown / Gilbert Ash	Awaiting design confirmation

This was originally envisaged to be enclosed - however the school required the size of the cabinet to change and this was no longer possible in the location. To be reviewed on site with CoLFS - all servers agreed in situ with building control - we understand this is a recommendation rather than a requirement.

Please could you confirm the reason for the enclosure - this isn't a protected corridor or a protected stairwell. o be reviewed on site with CoLFS - all distribution boards agreed in situ with building control.

Second Floor Stairwell	Fire door at the top of the stairs on inspection was not complete. No glass is in place and automatic door closer was not connected. No fire rating label on the top edge and there are excessive gaps at the bottom.	The fire door is to be fitted correctly and ensure that it provides a FD30S rating and the gaps reduced to an acceptable level no more than 10mm.	66, 67, 68 in Appendix.	High	C 28 days	Gilbert Ash	29 Jun 21
Throughout The Premises	Fire doors were still being fitted and numerous doors were still missing the automatic hold devices although the wiring was in place on inspection.	Ensure that all automatic fire doors are connected and tested with the fire alarm system to ensure the fire doors close automatically on the alarm sounding.	69, 70, 71 in Appendix.	High	C 28 days	Gilbert Ash	20 Jul 21
Second Floor Next To The Server	The door on the second floor next to the server has excessive gaps at the bottom as it has been cut at an angle.	Gap to be reduced where possible to an acceptable level of no more than 10mm to reduce smoke travel and fire spread throughout the building.	72, 73 in Appendix.	Medium	D 3 months  If door not properly installed please liaise with contractor.	Hawkins Brown/ Gilbert Ash	Awaiting completion
Second Floor Near The Server	There appears to be a fire door missing on the second floor near the server that should protect the circulation areas and the top of the stairs.	A fire door is to be fitted to provide a lobby area protecting the stairwell.	74 in Appendix.	High	C 28 days  Please refer to fire plan and fire report - there is no fire door specified in this location. Plans have been signed off by Building Control.	Hawkins Brown/ Gilbert Ash	Awaiting confirmation

HB Comment  
15/10/21

Throughout The Premises	Some existing doors do not have intumescent strips or smoke seals fitted. Assessor was informed that all doors that are existing and require them will be fitted.	Ensure these have been fitted to all fire doors where applicable to prevent fire spread.	75 & 76 in Appendix.	Medium	C 28 days	Gilbert Ash	20 Jul 21
Throughout The Premises	Some existing historical fire doors only have 2 hinges in place. These would potentially distort in the event of a fire so where possible these require upgrading to ensure integrity when exposed to fire.	Where possible upgrade hinges to ensure integrity, to prevent fire spread and protect escape routes.	77 in Appendix.	Medium	D 3 months	Gilbert Ash	Awaiting completion
Second Floor Landing	Fire doors at the top of the second floor landing are metal design. Confirmation of the fire rating is required as it protects the refuge area if required and the stairwell.	Confirm the fire rating of the fire doors at the top of the second floor landing to ascertain level of protection.	78 & 79 in Appendix.	High	C 28 days	Gilbert Ash	Awaiting completion
Top Of The Stairs	The door at the top of the refuge area stairs that separates the lobby is only 36mm thick. This is an original door so cannot be replaced. It was noted though that the automatic closer is still to be connected and intumescent strip was coming away.	As a notional historic door to maximise protection, this door is to have the automatic self-closing device connected ensuring the door fits tight into its rebate, and the intumescent strip is to be replaced to prevent smoke and fire spread.	80, 81, 82 in Appendix.	High	C 28 days	Gilbert Ash	28 Jul 21
Throughout The Premises	Some new doors fitted currently have no intumescent strips or smoke seals fitted.	Confirmation is required that is any classroom likely to be classed as risk rooms	83 & 84 in Appendix.	Medium	C 28 days	Skelly and Couch/ Gilbert Ash	Awaiting confirmation

		and if so these are required to be fire doors which would include self-closing devices to be fitted to prevent fire spread.					
Top Of The Stairs	Smoke brushes appear to have been painted over at the top of the stairs.	These smoke seals will not operate correctly if they are painted over and therefore are required to be replaced to prevent smoke travel.	85 & 86 in Appendix.	Medium	C 28 days	Gilbert Ash	Awaiting completion
Top Of The Stairs	Metal doors at the top of the stairs are rubbing on the carpet.	These doors are being fitted with a self-closing automatic device so they need to be adjusted to ensure they will close on the sound of the alarm.	87 in Appendix.	High	C 28 days	Gilbert Ash	12 Jul 21
Top Of The Stairs	Fire door at the top of the stairs on the right has excessive gaps underneath.	These gaps are to be reduced to an acceptable level of no more than 10mm to reduce fire spread.	88 & 89 in Appendix.	Medium	D 3 months	Hawkins Brown/ Gilbert Ash	Awaiting completion
						Please liaise with GA	
Main Hall	The double door sets leading into the main hall do not have self-closing devices but do have a 25mm rebate.	It is recommended that these are fitted with self-closing devices to provide separation from the main hall in the event of a fire.	90, 91, 92 in Appendix.	Medium	C 28 days	Gilbert Ash	14 Jul 21

<b>Main Hall</b>	Assessor informed large wooden double doors (Main hall) that currently have cabling going to them, are going to be fitted with a magnetic release device on the alarm sounding. These cables will not be connected but the site project manager informed the assessor that manual self-closing devices are going to be fitted prior occupancy.	Confirm self-closing devices are fitted prior to being occupied and ensure once fitted the automatic holds are tested to ensure they operate correctly on the alarm sounding and close fully into their rebate to prevent fire spread.	<b>93 &amp; 94 in Appendix.</b>	<b>Medium</b>	<b>C</b> 28 days	Gilbert Ash	19 Jul 21
<b>Basement To Ground Floor Stairwell</b>	There is a fire door missing leading the basement level into the ground floor circulation area.	A fire door is to be fitted to separate the basement area from the ground floor to reduce potential fire spread.	<b>95 &amp; 96 in Appendix.</b>	<b>High</b>	<b>C</b> 28 days	Gilbert Ash	16 Jul 21
<b>Riser Cupboard</b>	Fire door to the riser cupboard has screws missing in the hinges and there is currently no way of securing the door.	Hinges are to be fitted with the correct number of screws and a securing device to be fitted to ensure this can be locked. This will ensure the integrity of the door and ensure no unauthorised access.	<b>97 &amp; 98 in Appendix.</b>	<b>High</b>	<b>C</b> 28 Days	Gilbert Ash	Awaiting completion
<b>Main Entrance Historical Door</b>	There is a historical door in the main entrance that is 64mm thick and of solid design on the right of the main entrance, the door has	Where and if possible this gap is to be reduced to an acceptable gap of no	<b>99, 100, 101 in Appendix.</b>	<b>Medium</b>	<b>D</b> 3 months	Hawkins Brown/ Gilbert Ash	Awaiting completion

The building is Grade II\* Listed - it is not possible to wholesale change the historic fabric of the building - Building Control and Historic England have accepted the upgrades as suitable.

HB Comment  
15/10/21



	excessive gaps on the bottom edge.	more than 10mm to reduce fire spread.					
<b>Entrance Foyer</b>	<b>Large double doors (entrance foyer) on inspection do not close in the correct order leading to a gap.</b>	<b>Self-closer is to be adjusted in order to ensure the doors close fully together under their own weight.</b>	<b>102, 103, 104 in Appendix.</b>	<b>Medium</b>	<b>C</b> 28 days	Gilbert Ash	20 Jul 21
<b>Throughout The Premises</b>	<b>There were no records of routine inspections of fire doors throughout the property.</b>	<b>When the building becomes occupied a full monthly door user check is to be put in place and recorded to ensure and maintain the standard of the doors in place.</b>	<b>N/A</b>	<b>Medium</b>	<b>D</b> 3 months	FM	Ongoing
<b>Throughout The Premises</b>	<b>Fire alarm panel is not currently linked to the main reception house located at the entrance.</b>	<b>It is recommended that the alarm system is connected to the main gate to ensure early warning and alert if the premises are not occupied.</b>	<b>N/A</b>	<b>Medium</b>	<b>C</b> 28 days	Head of Ops	21 Jul 21 Alarm linked via GSM to external monitoring station. Oct half term works will connect to site network.
<b>Roof Void</b>	<b>Automatic fire detection in the roof void has a covering over.</b>	<b>Remove cover ASAP to ensure that the smoke alarm will operate correctly.</b>	<b>N/A</b>	<b>High</b>	<b>B</b> 4 days	Gilbert Ash	25 Jun 21



Throughout The Premises	The alarm system has just been installed. Once this is handed over and certificated then weekly testing and periodic inspection of the fire detection and alarm system, as per BS 5839-1 are to be carried out and recorded.	Ensure there is a suitable programme of maintenance in place that ensures the equipment is tested and inspected at appropriate intervals. To ensure the equipment is maintained in effective working order and in good condition, as required by article 17 of the Fire Safety Order.	N/A	Medium	C 28 days	FM	Weekly tests conducted by maintenance team. Skanksa provided 6 monthly maintenance and call out support as required
Throughout The Premises	On inspection the fire alarm system was still being tested and remedial work carried out. This showed on the panel as numerous faults.	Prior to the building being occupied the fire alarm system is to be tested and certificated serviceable.	166 in Appendix.	High	C 28 days	Gilbert Ash	20 Jul 21
Throughout The Premises	Fire extinguishers were in place for the contractors only during the refurbishment. These are being removed and replaced with the schools own on the 4th July 21.	Prior to being occupied fire extinguishers are to be suitably sited throughout the premises. Ensure the correct quantity are placed and all serviceable.	N/A	High	C 28 days	FM	02 Jul 21

Throughout The Premises	The building is not currently being occupied. Once occupied ensure the fire evacuation strategy in place is suitable.	A fire drill is to be carried out within 7 days of occupancy and recorded. To ensure all persons can evacuate safely and are familiar with the premises.	N/A	High	C 28 days	Head of Ops	01 Jul 21
Throughout The Premises	The school's extinguishers are not yet in place.	When the site extinguishers are placed in location, monthly user checks are to be carried out and recorded.	N/A	Medium	D 3 months	FM	Extinguishers are in place and monthly checks ongoing

## Action time frame in accordance with CoL service level agreements

Table One Priorities for remedial action listed below; -  
& time frame

Recommend priority code

Priority Action AA	Immediate action taken whilst on site attendance	(P1) 2-hour
Priority Action A	Immediate action required	(P2) 24 Hours
Priority Action B	Action required in the short term	(P3) 4 Days
Priority Action C	Action required in the short term	(P4) 28 Days
Priority Action D	Remedial action required in the long term	3 Months
Priority Action E	Action to be considered when refurbishing	Project Planning Stage
Priority Action H/S	Health & Safety Information	(P2) Action 24 hrs.
P3A over weekend when attendance will wait until Monday for attendance not warranting a 24hr P2		

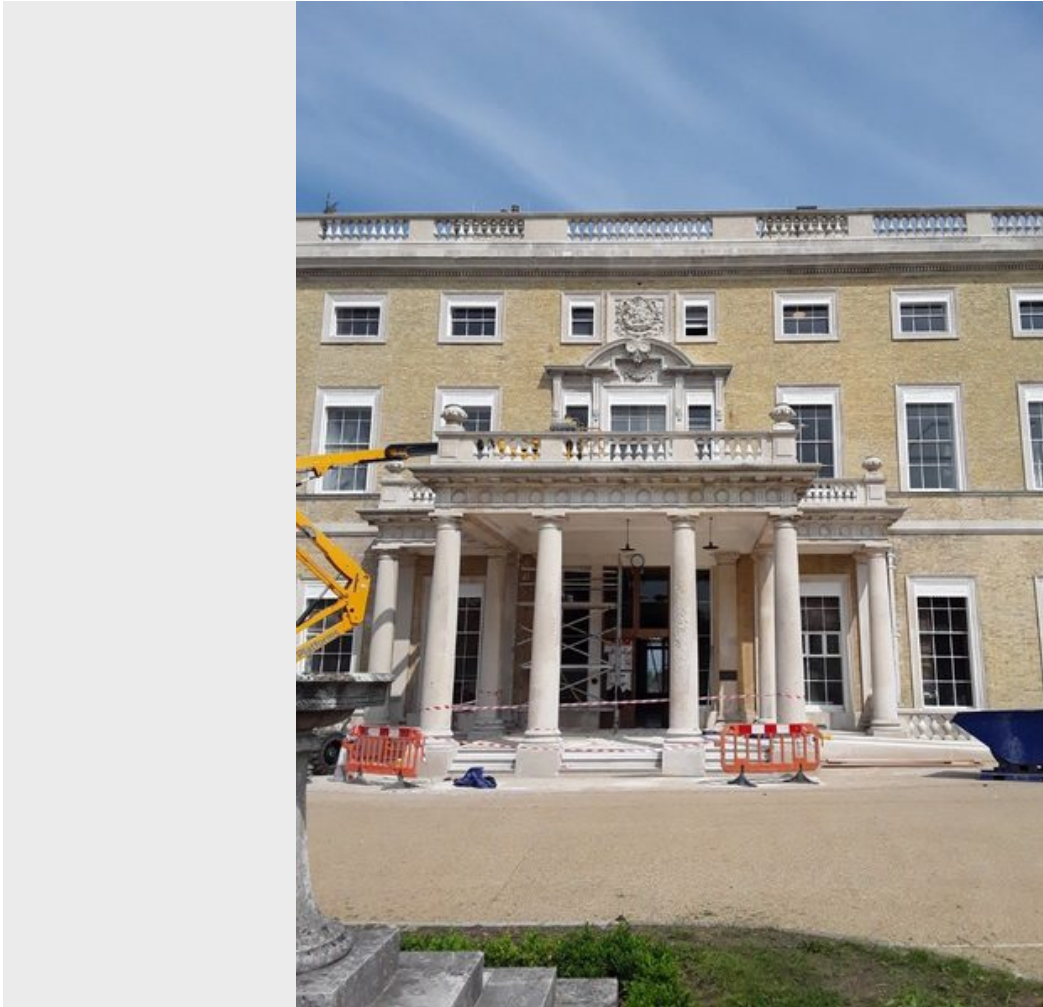
### Additional Comments to the assessment:

**This pre-occupancy report indicates there is still work to be completed prior to handover and subsequent occupation to ensure the premises is likely to be fit for occupation. It does not constitute a full occupancy fire risk assessment.**

*This Fire Risk Assessment should be reviewed annually and whenever there is a material change in the use of the premises or part of the premises (including numbers of occupants) or when significant structural or layout changes to the premises are proposed or carried out. The table below is provided for the 'Responsible Person' at the premises to maintain a record of reviews and provides space for simple comments. If the review indicates significant change, then a new complete Fire Risk Assessment by our professional assessment providers should be carried out and fully documented.*

<b>Date</b>	<b>Reason for review</b>	<b>Results / Comments</b>	<b>Name, Position &amp; Signature</b>
01 Oct 21	Update against actions	See comments above against actions	E Kennedy, Head of Ops

# FIRE RISK ASSESSMENT



## Freeman's School Main House

**City of London Freeman's School, Ashted Park,  
Ashted, Surrey, KT21 1ET**

VALID BETWEEN 24/06/2021 - 24/06/2022

ASSESSED BY Gary Newbold  
ASSESSED ON 24/06/2021

APPROVED BY Jeff Smith  
APPROVED ON 04/08/2021

ASSESSMENT REF. RB-BSJ3JK

GENERATED 04/08/2021 13:06

# 1 INTRODUCTION

## OVERVIEW

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement. This assessment comes complete with a Certificate of Conformity to the BAFE SP205 Life Safety Fire Risk Assessment scheme.

## ENFORCEMENT

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

## ASSESSMENT REVIEW

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

## MANAGING FIRE SAFETY

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

## SIGNIFICANT FINDINGS

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

### What is a Fire Risk Assessment?

A fire risk assessment is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

### Who is the Responsible Person?

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

## 1.1 Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

SEVERITY ► LIKELIHOOD ▼		SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW		TRIVIAL	TOLERABLE	MODERATE
MEDIUM		TOLERABLE	MODERATE	SUBSTANTIAL
HIGH		MODERATE	SUBSTANTIAL	INTOLERABLE
SLIGHT HARM	SEVERITY	Outbreaks of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs). Typically high level of compartmentation.		
MODERATE HARM	SEVERITY	Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.		
EXTREME HARM	SEVERITY	Significant potential for serious injury or death of one or more occupants. Includes high dependency occupants such as a care home or properties with poor compartmentation.		
LOW	LIKELIHOOD	Very low likelihood of fire as a result of negligible potential sources of ignition.		
MEDIUM	LIKELIHOOD	Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).		
HIGH	LIKELIHOOD	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.		
TRIVIAL	RATING	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.		
TOLERABLE	RATING	No major additional controls required. However, there might be a need for some improvements.		
MODERATE	RATING	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.		
SUBSTANTIAL	RATING	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.		
INTOLERABLE	RATING	Imminent risk of significant harm. Immediate action required.		

## 1.2 Action Priorities

Separately from the building's risk score, every action is given a priority. Priorities are defined based on how easily an action can be completed and how much it should reduce the risk.

D	C	B	A
These actions should be implemented when the opportunity arises (such as the refurbishment of a building), but ideally within 2 years.	These actions may be more complicated or require a greater degree of planning. They should be completed within 6 months.	These actions should be implemented with a reasonable degree of urgency but at least within 3 months.	These actions should be implemented as soon as possible. Where they cannot be affected immediately, interim measures may be required to ensure occupant safety.

# CERTIFICATE OF CONFORMITY

## LIFE SAFETY FIRE RISK ASSESSMENT



The life safety elements of this fire risk assessment comply with the BAFE SP205 scheme which ensures that we and our risk assessment staff have met the required technical and quality management standards.

Oakleaf (BAFE) certify all requirements in the BAFE SP205 scheme in respect of life safety fire risk assessment have been complied with. Any questions can be addressed to the assessor or the quality manager.

#### ASSESSMENT AND CERTIFICATE REFERENCE

RB-BSJ3JK

#### PRODUCED FOR THE RESPONSIBLE PERSON

Oakleaf (Client Company)

#### ASSESSED BY, ON

Gary Newbold, 24/06/2021

#### SPECIFICATION CONFORMS TO

Our own internal quality system.

#### APPROVED / VALIDATED BY, ON

Jeff Smith, 04/08/2021

#### ASSESSMENT SCOPE

Assessment applies only to the building specified.

#### START DATE — RECOMMENDED REVIEW DATE

24/06/2021 — 24/06/2022

#### SIGNIFICANT FINDINGS

36 Actions

36 Controls

### Assessed Property

#### PROPERTY NAME

Freeman's School Main House

#### ADDRESS

City of London Freeman's School  
Ashted Park  
Ashted  
Surrey  
KT21 1ET

#### PROPERTY REFERENCE

RB-L4KDS4

#### FIRE RISK RATING

##### LIKELIHOOD **MEDIUM**

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

##### SEVERITY **MODERATE HARM**

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

##### RISK **MODERATE**

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

#### ASSESSING / ACCREDITED ORGANISATION

Oakleaf

McGowan House, 10 Waterside Way, The Lakes, Northampton, NN4 7XD  
01604 643100 — [www.theoakleafgroup.co.uk](http://www.theoakleafgroup.co.uk)

the OAKLEAF GROUP

#### THIRD PARTY CERTIFICATION BODY

NSI, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY



## 2.2 Assessor Remarks

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This building is deemed as a Moderate risk due to the structure and condition of the doors within the premises. There have been several actions raised within the report that if carried out would significantly reduce the rating.



# 3 PROPERTY

## 3.1 Address

### PROPERTY NAME

Freeman's School Main House

### PROPERTY REFERENCE

RB-L4KDS4

### OCCUPANT TYPES

Staff, Visitors, Young People

### ADDRESS

City of London Freeman's School  
Ashted Park  
Ashted  
Surrey  
KT21 1ET

## 3.2 Premises Summary

### Premises Summary

#### Description

This is a large grade II listed building that is set in its own grounds that includes cricket pitches, a pavilion and ample parking. The building has recently undergone significant refurbishment to provide an educational facility but ensuring the historical value of the building is not compromised. The part of the property assessed covered three floors, the main entrance that opens into a main hall area, and an orangery to the right. There are 3 main staircases, with an additional wooden stairwell that leads from the second floor to the roof space and roof top. The first and second floors are to be classrooms of varying studies.

#### Use of Premises

Educational 6th form facility.

#### Construction

The building is constructed of stonework and brick with a timber framed roof. The internal flooring is concrete with a wooden floor covering on the ground floor and carpeting within the stairwell areas.

#### Number of Floors

Assessed area ground floor to the second floor only. This did also include the roof void.

#### Number of Occupants

Approximately 200 including staff.

#### People Especially at Risk

None reported.

#### Stairways

3 main stairwells. 1 - Ground to first floor only. 2 - First floor to second floor only. 3 - Ground to second floor. There is in addition a wooden staircase that leads from the second floor to the roof void and roof.

#### Final Exits

6 in the assessed area.

#### Evacuation Procedure

Full simultaneous evacuation.

#### Recent Fire History

None reported.

#### Additional Facilities

There are areas that are part of this building that were not assessed as part of this FRA. This includes basement levels and an accommodation area to the side.



Responsible Person

City of London are seen to be the 'responsible person' for the premises.

Competent Person

The designated 'safety assistant' is Edward Kennedy - Head of Operations.

Guidance Used

CLG Guide: Educational Premises



## 4 SIGNIFICANT FINDINGS

This assessment identifies 36 actions and 36 controls.

### 36 ACTIONS

### INCOMPLETE

A	13
B	23

### 36 CONTROLS

### ONGOING

ALL	36
-----	----

## Sources of Ignition

The assessor has reviewed the potential sources of ignition in and around the premises. This includes electrical ignition sources, smoking, arson and lightning protection.

? Are electrical ignition sources, such as fixed wiring & PAT, being adequately maintained and tested?

YES

- The fixed wiring test had been completed but the label on the distribution box stated it had been tested on the 25th June 2021. The assessment was carried out on the 24th June. This is presumed that the label was placed for a future date for the handover of the premises. Action - Ensure certification is in place with the correct date of testing.

WHY To ensure certification is in place on handover.



	B
REFERENCE	RB-QLLYSL
DUE	04/11/2021
CATEGORY	Maintenance: Electrical

- The building was not occupied on inspection and no portable appliances were in place. Action - When the building becomes occupied ensure that all portable appliances are in date PAT.

WHY To provide electrical integrity testing.  
LOCATION Throughout the premises.

	B
REFERENCE	RB-QZ6UT6
DUE	04/11/2021
CATEGORY	Maintenance: Electrical

- The mains electrical system has been fitted and tested. Certification is held centrally and available for inspection. Tested in accordance with BS 7671, last test date June 21.



? Is the risk of arson adequately controlled?

YES

- Staff monitor visitors to the property and access is controlled through the main perimeter entrance.
- CCTV is provided around the premises which acts as a deterrent to anyone wishing to cause harm.

WHY What are the benefits of using a CCTV system?  
Deter criminal activity.  
Potential commercial insurance rate benefits.



? Is there a smoking policy for the site, and is smoking adequately controlled?

● No smoking signs to be displayed.

● There is a no smoking policy for the whole site.

WHY Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces, following similar bans in Scotland and Wales. Local authorities are responsible for enforcing the legislation. The enforcement is for public health but also mitigates and reduces the risk of accidental ignition and fires within all buildings.

? Where smoking is permitted, are suitable and sufficient ashtrays or bins provided for the safe disposal of smoking materials?

? Are external waste bins stored in a suitable location?

● External waste bins are suitably located away from the building.

WHY This reduces the likelihood of arson attacks, limits potential fire growth and reduces the likelihood of external fires entering the building through its openings.



? Does the building require lightning protection?

● Lightning protection is fitted to the building.

WHY The function of an external lightning protection system is to intercept, conduct and disperse a lightning strike safely to earth. Without such a system a building's structure, electronic systems and the people working around or within it are all at risk.



? Is lightning protection in place, and is it being adequately maintained?

● Lightning protection is in place, but it could not be confirmed that the system has been tested and maintained. Action - Ensure certification of testing is in place or arrange for the lightning protection system to be tested and maintained in accordance with BS EN 62305.

WHY Section 5 of the Electricity at Work Act 1989 states; "that all lightning protection systems are maintained and tested at regular intervals, preferably not exceeding 12 months"

? Are escape routes free from electrical appliances such as portable heating appliances and photocopiers?

● Currently unoccupied. Server as previously mentioned in place on the second floor landing area.

? Is a procedure in place for issuing hot work permits?

● If required these will be managed by the estates department.

? Is there suitable limitation of trailing leads and adaptors?

● The building was unoccupied on inspection and therefore no extension cables present. Action - The responsible person is to ensure that all extension cables are in date PAT and not overloaded if they are to be used.

YES

B

REFERENCE RB-L78W3C

DUE 04/11/2021

CATEGORY Building: Signage

NOT APPLICABLE

YES

YES

NO

B

REFERENCE RB-Y9EXTH

DUE 04/11/2021

CATEGORY Maintenance: Electrical

NO

YES

NOT APPLICABLE

B

REFERENCE RB-H8HQ8X

DUE 04/11/2021

WHY To prevent electrical ignition.  
 LOCATION Throughout the premises.  
 HISTORY 24/06/21 Reviewed and confirmed as not started  
 24/06/21 First identified in assessment

CATEGORY Maintenance: Electrical

- ? Are there cooking appliances in the assessment area?  
 The area assessed did not have a kitchen facility in place.

NO

## Means of Escape

The proper provision of means of escape is an essential part of fire safety measures in any and all premises. We have reviewed whether adequate escape routes are provided, whether they can be easily used and navigated, and whether the provision of emergency lighting, or other means of lighting, are sufficient. Statements in the report regarding escape lighting are based on visual inspection only. The mains services were live at the time of inspection. No test of luminance levels was carried out.

- ? Are the means of escape adequate?

YES

- There are 6 exits available from the premises that are part of this FRA. There are 3 main stairs. One first to second floor only. One first to ground floor only. One ground to second. There is in addition a set of wooden stairs from the roof void to the second floor but is only used by contractors and maintenance staff.



- ? Is the means of escape likely to be used for public events and are they adequate for the maximum numbers of people?

NOT APPLICABLE

The building is not currently used by the public, but on discussion this could be a plan in the future to hire the conservatory area out for weddings etc. If this is the case then this FRA is to be reviewed to reflect occupancy types.

- ? Is there suitable emergency lighting provided to illuminate the means of escape?

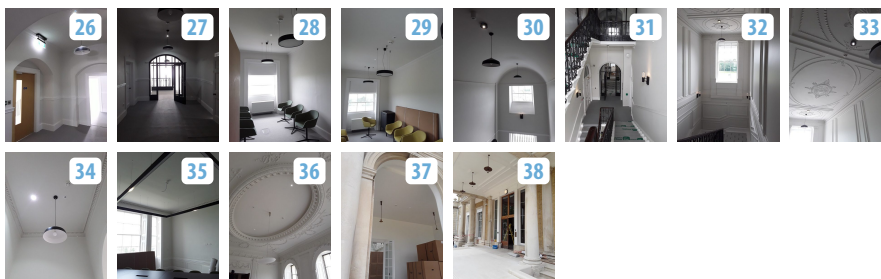
YES

- The emergency lighting test was being carried out during the inspection prior to the building being handed over. Action - Confirmation that the emergency lighting test was completed and satisfactory.

WHY To provide illumination in the event of a fire to allow a safe egress.  
 LOCATION Throughout the premises.

REFERENCE RB-QG753V  
 DUE 04/11/2021  
 CATEGORY Maintenance:  
 Emergency Lighting

- Emergency lighting is provided throughout the means of escape.



- ? Does the emergency lighting appear to be in good condition/working order, and are maintenance records available?

YES

- All lighting was on, on the day of inspection and the battery drain testing was being carried out. Certification and sign off awaiting.

? Are the travel distances reasonable?

YES

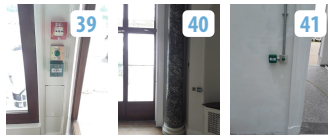
- Travel distances were not specifically measured but appear to conform with the recommendations given in the relevant DCLG approved guidance.

WHY It is important to limit the distance to travel in an emergency; so that occupants are not exposed to the effects of fire and where they are it is for a limited period of time and which would not prevent them from making a safe escape from the premises.

? Are all doors on escape routes easily opened?

YES

- All final exit doors are provided with a single method of opening and have an override emergency door release in place.



? Is adequate fire exit and other fire safety related signage provided?

NO

- As the premises was not currently being occupied there was no signage in place. Action - Before the premises are occupied the following signage is to be put in place:-

Fire Action posters detailing the evacuation policy and assembly point.  
Fire extinguishers location and information.  
Break glass call point signs.  
Assembly point.

WHY To provide information to all personnel using the building.  
LOCATION Throughout the premises.  
HISTORY 24/06/21 Reviewed and confirmed as not started  
24/06/21 First identified in assessment

REFERENCE RB-REHQT2  
DUE 04/09/2021  
CATEGORY Building: Signage

? Is smoke ventilation provided?

NO

- There is a powered ventilation system in the orangery but this is not connected to the fire alarm.



? Are the means of escape clear of combustible items and obstructions, and is the standard of housekeeping acceptable?

NO

- Currently the contractors are finalising furnishings and therefore escape routes are compromised. These are to be cleared prior to occupancy.

LOCATION Throughout the premises.  
HISTORY 24/06/21 Reviewed and confirmed as not started  
24/06/21 First identified in assessment

REFERENCE RB-T13GWK  
DUE 04/09/2021  
CATEGORY Procedures: Housekeeping



? Have appropriate provisions been made for the safety of persons with disabilities, e.g. assistance and refuges?

YES

- There are no disabled persons using the premises but in the event there are persons that require refuge, these points are in place with an intercom system.



## Fire Doors and Compartmentation

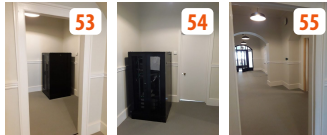
The provision of passive fire protection, in the form of fire resisting walls, ceilings and doors play an important part in the fire safety provisions in the building. The extent to which they are required has been assessed, and we have reviewed the provision of fire resisting doors, fire resisting walls, and the separation of roof voids, where possible. Statements regarding the fire resistance of the structure have been based on typical expected resistances of materials and construction. They comprise a visual inspection of the readily accessible areas only.

? Is the compartmentation of the common areas and means of escape adequate?

NO

- Server is currently located on the landing second floor. It is recommended that this equipment is enclosed in a fire resisting room / construction to protect the escape routes and circulation areas.

WHY To reduce smoke and fire spread within the circumlocation and escape routes in the event of a fire.  
LOCATION Second floor landing.



B

REFERENCE RB-JCPJR7  
DUE 04/11/2021  
CATEGORY Building:  
Compartmentation

- Electrical distribution board should be enclosed in a 30 minute fire rated structure.

WHY To reduce smoke and fire spread and maintain the escape route.



B

REFERENCE RB-YQE9TE  
DUE 04/11/2021  
CATEGORY Building:  
Compartmentation

? Are roof voids adequately compartmented?

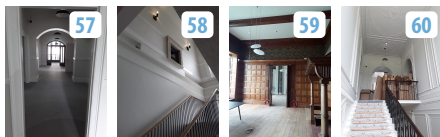
YES

? Are wall and ceiling linings appropriate to limit fire spread?

YES

- Walls and ceilings are plastered with painted surfaces in good repair and has recently been refurbished. The building is listed, but the surface linings are considered to be of sufficient fire rating from a life safety perspective and to allow safe egress for all persons in the event of a fire.

WHY To prevent the surface spread of fire, protect the means of escape for occupants and to limit fire growth within the premises.



? Does the exterior of the building adequately resist the spread of fire?

YES

- The exterior of the building is of brick and stone construction in a stand alone position with the grounds.



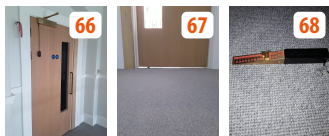


? Are fire doors in the building adequate and in good condition?

It is accepted that this is a listed building with historic value and therefore all door sets cannot be replaced. There are actions that have been raised to maintain a realistic and pragmatic approach to fire safety.

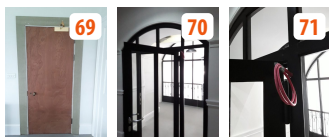
- Fire door at the top of the stairs on inspection was not complete. No glass in place and automatic door closer not connected. No fire rating label on the top edge and there are excessive gaps at the bottom. Action - The fire door is to be fitted correctly and ensure that it provides a FD30S rating and the gaps reduced to an acceptable level no more than 10mm.

WHY To protect the stairwell and escape route.  
LOCATION Second floor stairwell.  
HISTORY 24/06/21 Reviewed and confirmed as not started  
24/06/21 First identified in assessment



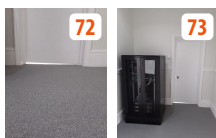
- Fire doors were still being fitted and numerous doors were still missing the automatic hold devices although the wiring was in place on inspection. Action - Ensure that all automatic fire doors are connected and tested with the fire alarm system.

WHY To ensure the fire doors close automatically on the alarm sounding.  
LOCATION Throughout the premises.



- The door on the second floor next to the server has excessive gaps at the bottom as it has been cut at an angle. Action - Gap to be reduced where possible to an acceptable level of no more than 10mm.

WHY To reduce smoke travel and fire spread throughout the building.  
LOCATION Second floor landing.



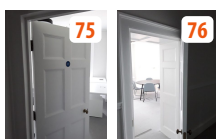
- There appears to be a fire door missing on the second floor near the server that should protect the circulation areas and the top of the stairs. Action - A fire door is to be fitted to provide a lobby area protecting the stairwell.

WHY To separate the classroom and server from the circulation area and provide a lobby to prevent fire spread.  
LOCATION Second floor landing.



- Some existing doors do not have intumescent strips or smoke seals fitted. Assessor was informed that all doors that are existing and require them will be fitted. Action - Ensure these have been fitted to all fire doors where applicable.

WHY To prevent fire spread.  
LOCATION Throughout the premises.



NO

A

REFERENCE RB-IS18G3  
DUE 04/09/2021  
CATEGORY Building: Doors

A

REFERENCE RB-BJFEVH  
DUE 04/09/2021  
CATEGORY Building: Doors

B

REFERENCE RB-NC7YF8  
DUE 04/11/2021  
CATEGORY Building: Doors

B

REFERENCE RB-DF68ZN  
DUE 04/11/2021  
CATEGORY Building: Doors

B

REFERENCE RB-8QLX8M  
DUE 04/11/2021  
CATEGORY Building: Doors

- Some existing historical fire doors only have 2 hinges in place. These would potentially distort in the event of a fire so where possible these require upgrading to ensure integrity when exposed to fire.

WHY To prevent fire spread and protect escape routes.  
LOCATION Throughout the premises.

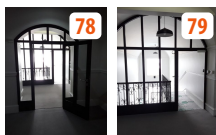


B

REFERENCE RB-6WV46  
DUE 04/11/2021  
CATEGORY Building: Doors

- Fire doors at the top of the second floor landing are metal design. Confirmation of the fire rating is required as it protects the refuge area if required and the stairwell.

WHY To ascertain level of protection.  
LOCATION Second floor landing.

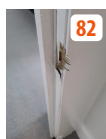


B

REFERENCE RB-U5N6WM  
DUE 04/11/2021  
CATEGORY Building: Doors

- The door at the top of the refuge area stairs that separates the lobby is only 36mm thick. This is an original door so cannot be replaced. It was noted though that the automatic closer is still to be connected and intumescent strip was coming away. Action - As a notional historic door to maximise protection, this door is to have the automatic self closing device connected ensuring the door fits tight into its rebate, and the intumescent strip is to be replaced.

WHY To prevent smoke and fire spread.  
LOCATION Top of the stairs.



A

REFERENCE RB-DK9QAS  
DUE 04/09/2021  
CATEGORY Building: Doors

- Some new doors fitted currently have intumescent strips or smoke seals fitted. Action - Confirmation is required that is any classroom likely to be classed as risk rooms and if so these are required to be fire doors which would include self closing devices to be fitted.

WHY To prevent fire spread.  
LOCATION Throughout the premises.

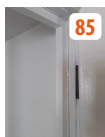


B

REFERENCE RB-XP6HJI  
DUE 04/11/2021  
CATEGORY Building: Doors

- Smoke brushes appear to have been painted over at the top of the stairs. Action - These smoke seals will not operate correctly if they are painted over and therefore are required to be replaced.

WHY To prevent smoke travel.  
LOCATION Top of the stairs.



B

REFERENCE RB-23FJ8D  
DUE 04/11/2021  
CATEGORY Building: Doors

- Metal doors at the top of the stairs are rubbing on the carpet. Action - These doors are being fitted with a self closing automatic device so they need to be adjusted to ensure they will close on the sound of the alarm.

WHY To ensure they operate correctly and close fully on the alarm sounding.  
LOCATION Top of the stairs.

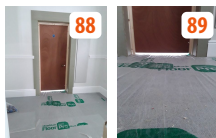
A

REFERENCE RB-K3I55W  
DUE 04/09/2021  
CATEGORY Building: Doors



- Fire door at the top of the stairs on the right has excessive gaps underneath. Action - These gaps are to be reduced to an acceptable level of no more than 10mm.

WHY To reduce fire spread.  
LOCATION Top of the stairs.



B

REFERENCE RB-WGLPIR  
DUE 04/11/2021  
CATEGORY Building: Doors

- The double door sets leading into the main hall do not have self closing devices but do have a 25mm rebate. It is recommended that these are fitted with self closing devices to provide separation from the main hall in the event of a fire.

WHY To prevent fire spread.  
LOCATION Main hall.

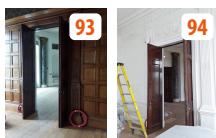


B

REFERENCE RB-VNJ2Q4  
DUE 04/11/2021  
CATEGORY Building: Doors

- Assessor informed large wooden double doors (Main hall) that currently have cabling going to them, are going to be fitted with magnetic release device on the alarm sounding. These cables will not be connected but the site project manager informed the assessor that manual self closing devices are going to be fitted prior occupancy. Action - Confirm self closing devices are fitted prior to being occupied and ensure once fitted the automatic holds are tested to ensure they operate correctly on the alarm sounding and close fully into their rebate.

WHY To prevent fire spread.  
LOCATION Main hall.

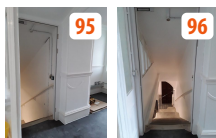


B

REFERENCE RB-9DYKB9  
DUE 04/11/2021  
CATEGORY Building: Doors

- There is a fire door missing leading the basement level into the ground floor circulation area. Action - A fire door is to be fitted to separate the basement area from the ground floor to reduce potential fire spread.

WHY To reduce fire spread throughout the building.  
LOCATION Basement to ground floor stairwell.

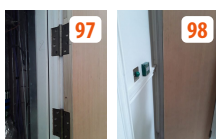


A

REFERENCE RB-NVEUCE  
DUE 04/09/2021  
CATEGORY Building: Doors

- Fire door to the riser cupboard has screws missing in the hinges and currently no way of securing the door. Action - Hinges are to be fitted with the correct amount of screws and a securing device to be fitted to ensure this can be locked.

WHY To ensure the integrity of the door and ensure no unauthorised access.  
LOCATION Riser cupboard.

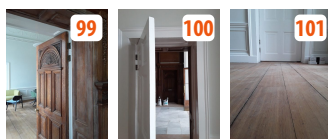


B

REFERENCE RB-Q3TIYM  
DUE 04/11/2021  
CATEGORY Building: Doors

- There is a historical door in the main entrance that is 64mm thick and of solid design on the right of the main entrance, the door has excessive gaps on the bottom edge. Action - Where and if possible this gap is to be reduced to an acceptable gap of no more than 10mm.

WHY To reduce fire spread.  
LOCATION Main entrance historical door.



	B
REFERENCE	RB-7SVZ4V
DUE	04/11/2021
CATEGORY	Building: Doors

- Large double doors (entrance foyer) on inspection do not close in the correct order leading to a gap. Self closer to be adjusted in order to ensure they close fully together under their own weight.

WHY To ensure the doors close fully and protect as designed.  
LOCATION Entrance foyer.



	B
REFERENCE	RB-EK6UQ2
DUE	04/11/2021
CATEGORY	Building: Doors

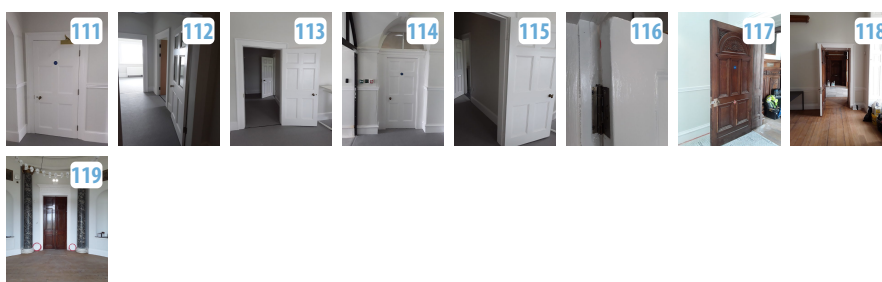
- Where fire doors are being fitted, they are 44mm and have a FD30 fire rating label in place. They have intumescent strips and smoke seals in place.



- Centre ground floor original door is 64mm thick. There are strips and smoke brushes fitted retrospective on the frame.



- Due to the building being listed there are several historic doors throughout the premises of which cannot be replaced by modern fire door sets. These are therefore classed as notional doors only as they cannot be tested in accordance with BS EN 1634-1:2014. These have been assessed and acknowledged as notional doors in the Fire Strategy providing minimal protection of which some have been modified where possible to enhance their original rating.



- ? Are routine inspections of fire doors undertaken and records maintained?

- When the building becomes occupied a full monthly door user check is to be put in place and recorded to ensure and maintain the standard of the doors in place.

WHY To maintain the doors.  
LOCATION Throughout the premises.

	NO
	B
REFERENCE	RB-47KYVP
DUE	04/11/2021
CATEGORY	Building: Doors

? As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?

N/A

## Means of Giving Warning

We have reviewed the provision of a fire detection and alarm system in the building, and its suitability in line with the evacuation procedure, and other fire safety systems. For domestic premises we have where possible reviewed whether domestic smoke alarms have been provided in the individual flats. Statements regarding the fire alarm system are based on visual inspection only; no audibility tests have been carried out.

? Is a suitable fire detection and alarm system in place?

YES

- Fire alarm panel is not currently linked to the main reception house located at the entrance. Action - It is recommended that the alarm system is connected to the main gate to ensure early warning and alert if the premises are not occupied.

WHY To provide early warning and intervention.  
LOCATION Throughout the premises.

A

REFERENCE RB-4BEE9A

DUE 04/09/2021

CATEGORY Maintenance: Fire Alarms

- Automatic fire detection in the roof void has a covering over. Remove ASAP.

WHY To ensure that the smoke alarm will operate correctly.  
LOCATION Roof void.

A

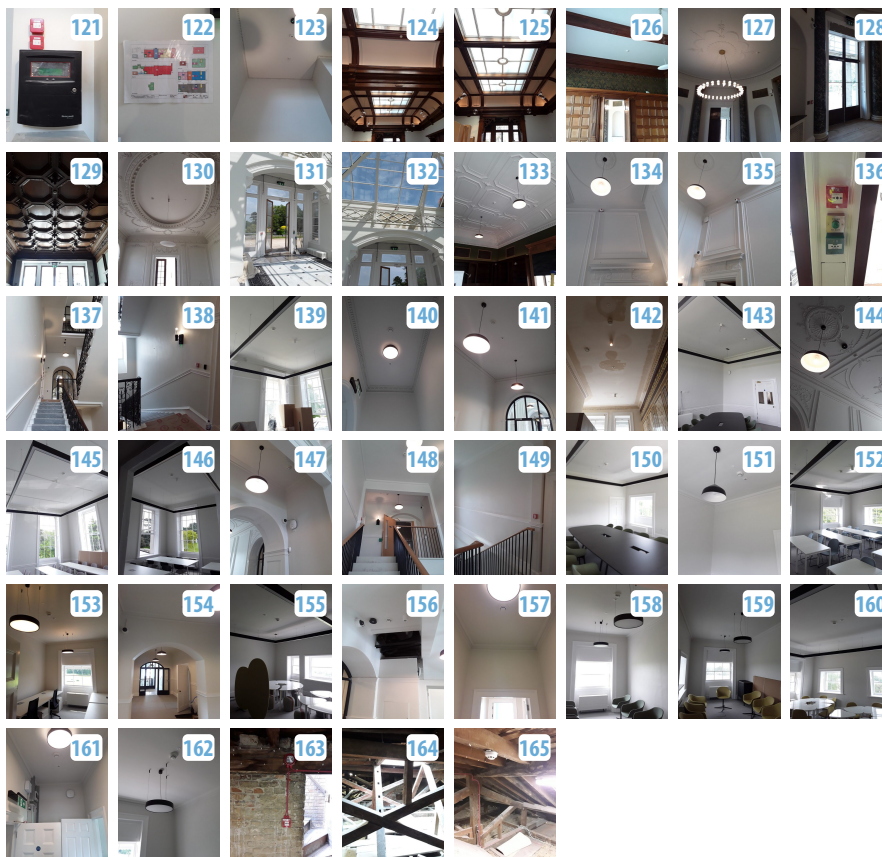
REFERENCE RB-XXZSBH

DUE 04/09/2021

CATEGORY Maintenance: Fire Alarms



- Fire detection and alarm system provided throughout, comprising smoke detection and alarm call points. Smoke beams in the orangery and the stairwell internal off the library.



? Are there records for the fire alarm system?

- The alarm system has just been installed. Once this is handed over and certificated then weekly testing and periodic inspection of the fire detection and alarm system, as per BS 5839-1 are to be carried out and recorded.

Ensure there is a suitable programme of maintenance in place that ensures the equipment is tested and inspected at appropriate intervals.

WHY To ensure the equipment is maintained in effective working order and in good condition, as required by article 17 of the Fire Safety Order.

LOCATION Throughout the premises.

NO

A

REFERENCE RB-CV9TA8  
DUE 04/09/2021  
CATEGORY Maintenance: Fire Alarms

? Is the fire alarm in full working order?

- On inspection the fire alarm system was still being tested and remedial work carried out. This showed on the panel as numerous faults. Action - Prior to the building being occupied the fire alarm system is to be tested and certificated serviceable.

WHY To provide early warning in the event of a fire.

LOCATION Throughout the premises.



NO

A

REFERENCE RB-SEMLUM  
DUE 04/09/2021  
CATEGORY Maintenance: Fire Alarms

? Are fire alarm call points near every exit from each floor?

- Call points are situated throughout the building at regular intervals and at exit points.



YES

## Firefighting Arrangements

With regards to the height, complexity and use of the building we have made an assessment of the firefighting arrangements. This includes the provision of fire extinguishers, fire brigade access, and the provision of sprinklers.

? Is a firefighting shaft provided?

? Where required are the correct fire extinguishers provided, and are they suitably positioned?

- Prior to being occupied fire extinguishers are to be suitably sited throughout the premises. Ensure the correct quantity are placed and all serviceable.

WHY To provide extinguishers.

LOCATION Throughout the premises.

- Fire extinguishers were in place for the contractors only during the refurbishment. These are being removed and replaced with the schools own on the 4th July 21.



NOT REQUIRED

NO

A

REFERENCE RB-6EHS3L  
DUE 04/09/2021  
CATEGORY Building: Other

? Is a sprinkler system provided?

? Is adequate fire brigade access available to the building?

- Suitable fire brigade access is available to the front of the building.

WHY To ensure that the fire service can locate their fire appliances as close to the building as possible to enable resources required for fighting a fire are readily accessed without delay.

N/A

YES





? Is there a hydrant or alternative water supply in close proximity of premises? **YES**

Hydrants are located within 90m of an entry point to the premises.

WHY Hydrants are required to provide adequate water supply to allow for effective and prolonged firefighting actions to be taken in response to a fire within the premises.



? Is the hydrant clearly indicated? **YES**

## Management and Housekeeping

As part of the fire risk assessment, fire safety management needs to be regarded as of equal importance to fire protection measures. In its broadest sense, fire safety management includes certain policies and procedures designed to prevent the occurrence of fire by eliminating or controlling fire hazards. We have assessed the standard of housekeeping in the building, the evacuation procedure that is in place, the presence of staff, and any occupants that have been deemed to be especially at risk.

? Is the evacuation procedure suitable, and supported by the provisions on site? **YES**

A full evacuation procedure is in place, and this is supported by a fire detection and alarm system throughout.

? Are staff located at the premises? **YES**

There are 24 hour staff located within the grounds but on a normal working day the school will be occupied by teaching and support staff.

? Are staff or volunteers provided with fire safety training in line with their role and fire policy? **YES**

The staff on duty confirmed that fire safety information and evacuation instructions are given to all new staff members as part of an induction program.

WHY To ensure that staff are aware of the fire evacuation procedures.

? Are fire drills carried out at appropriate intervals and in accordance with fire policy?

**NO**

The building is not currently being occupied. Once occupied ensure the fire evacuation strategy in place is suitable. A fire drill is to be carried out within 7 days of occupancy and recorded.

WHY To ensure all persons can evacuate safely and are familiar with the premises.

LOCATION Throughout the premises.

HISTORY 24/06/21 Reviewed and confirmed as not started

24/06/21 First identified in assessment

**A**

REFERENCE RB-J3Z8V8

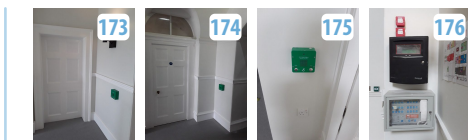
DUE 04/09/2021

CATEGORY Procedures: Fire Drills

? Are adequate provisions in place for persons with disabilities? **YES**

There is a personal emergency evacuation plan (PEEPs) system in place for any person that would require them. Currently no persons require a PEEP to be in place.

Refuge areas are provided within the premises with a voice operation calling system.



?	Are reasonable measures taken to prevent fires as a result of cooking?	<b>NOT APPLICABLE</b>
	<ul style="list-style-type: none"> <li>There are no cooking facilities in the area assessed.</li> </ul>	
?	Are there a sufficient number of trained staff on duty and available to facilitate an emergency evacuation?	<b>YES</b>
?	Are there an adequate number of designated and trained Fire Wardens?	<b>YES</b>
	<ul style="list-style-type: none"> <li>On the day staff informed the assessor that they have received Fire Warden training to assist in evacuation if required. No records were seen.</li> </ul>	
?	Is there a designated responsible person and safety assistant for fire safety management in the premises?	<b>YES</b>
	<ul style="list-style-type: none"> <li>City of London are seen to be the 'responsible person' for the premises. The designated 'safety assistant' is Edward Kennedy - Head of Operations.</li> </ul>	
?	Have any occupants been identified that may be deemed to be especially at risk?	<b>NO</b>
	<ul style="list-style-type: none"> <li>The assessor was not aware of any occupants that may be especially at risk at the time of the assessment.</li> </ul>	
?	Are there records for the portable fire extinguishers?	<b>NO</b>
	<ul style="list-style-type: none"> <li>When the site extinguishers are placed in location, monthly user checks are to be carried out and recorded.</li> </ul>	<b>B</b>
	LOCATION Throughout the premises.	
?	Are there records for the dry risers?	<b>N/A</b>
?	Are there records for the sprinkler system?	<b>N/A</b>
?	Are there records for the smoke ventilation system?	<b>N/A</b>
?	Are suitable records available for the testing and maintenance of the fire damper system?	<b>N/A</b>

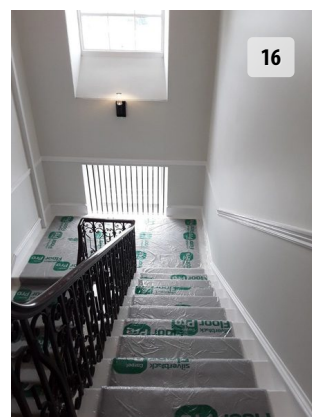
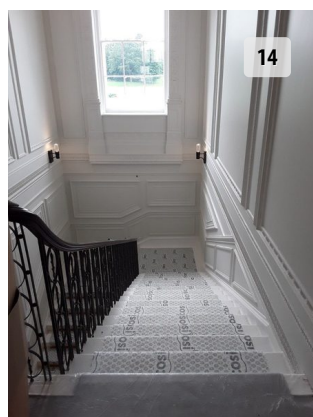
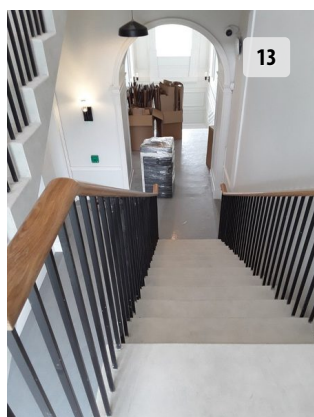
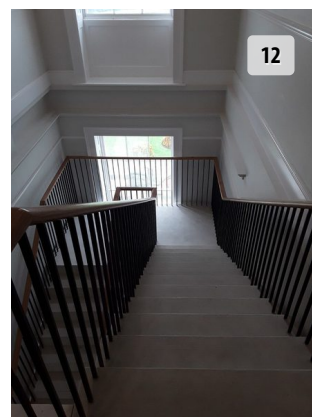
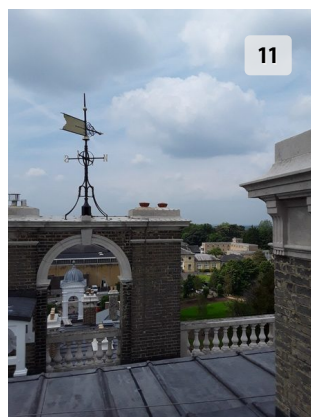
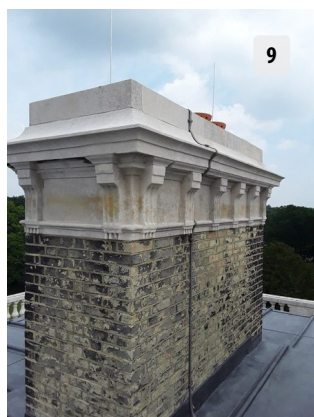
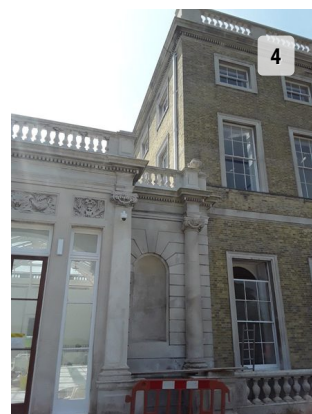
REFERENCE RB-59KGSD  
DUE 04/11/2021  
CATEGORY Procedures: Log Books

## Combustible materials

?	Is upholstered furniture in good condition and compliant with furniture regulations?	<b>YES</b>
	<ul style="list-style-type: none"> <li>Brand new furniture was delivered during the assessment and will be put in place prior to occupancy.</li> </ul>	
?	Are combustible and flammable materials stored safely?	<b>YES</b>
	<ul style="list-style-type: none"> <li>No chemicals or flammable materials are used in this area.</li> </ul>	
?	Are notice boards and other combustible wall hangings within acceptable limits?	<b>NOT APPLICABLE</b>
?	Does the area assessed require a specialist DSEAR risk assessment to be completed?	<b>NOT APPLICABLE</b>

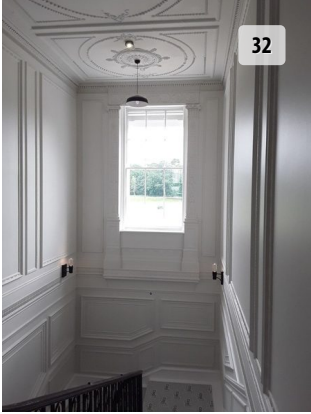
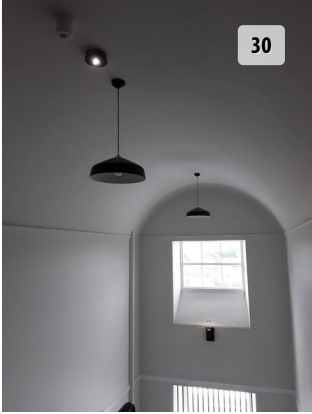
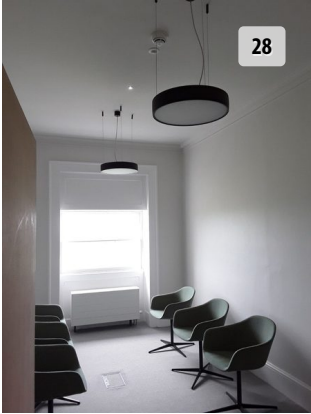
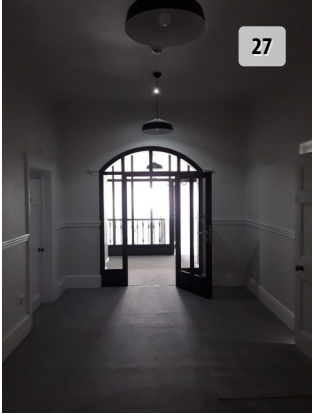
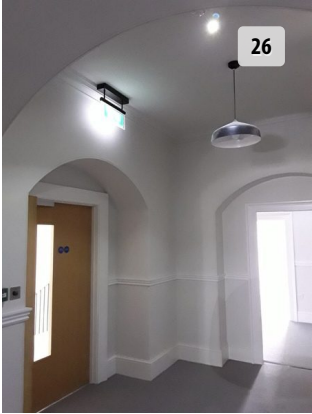
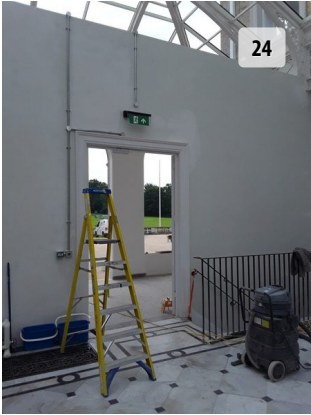
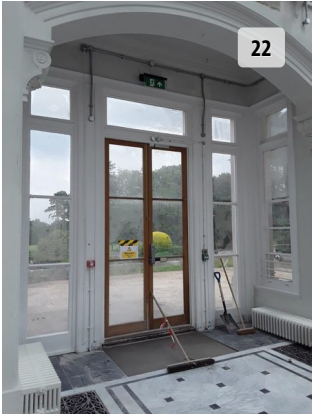
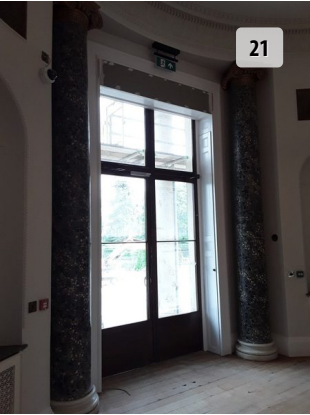
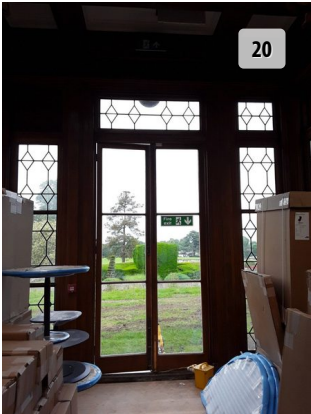
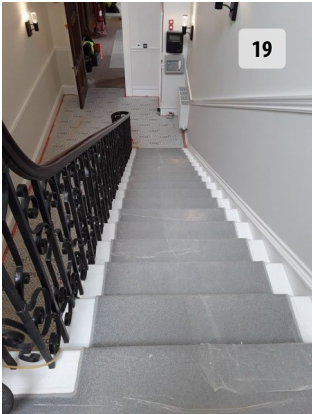
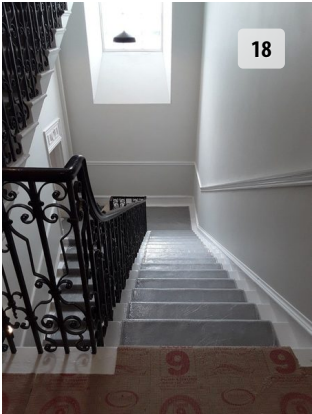


# 5 PHOTOS



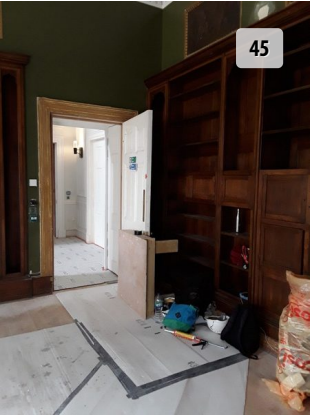
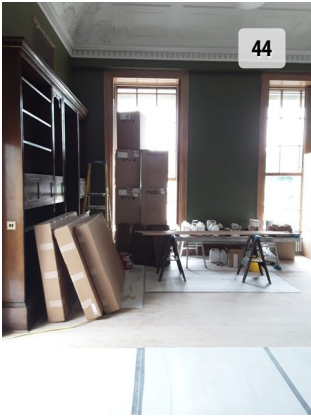
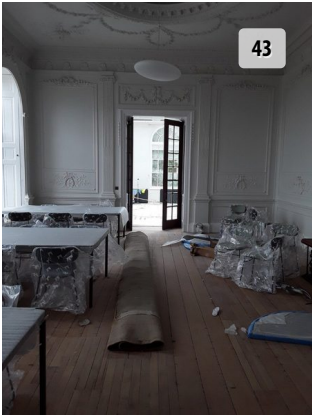
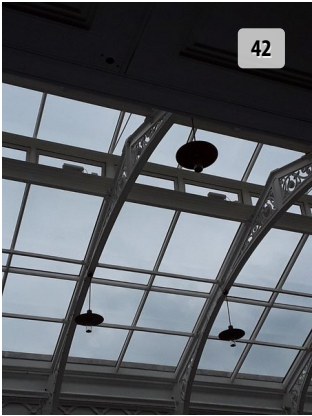
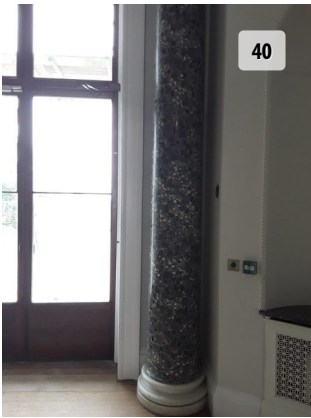
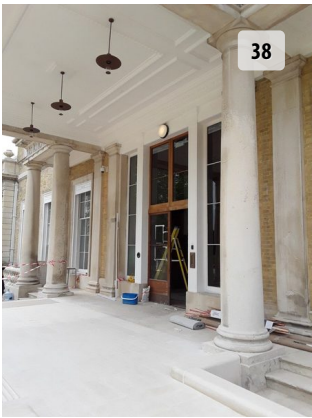
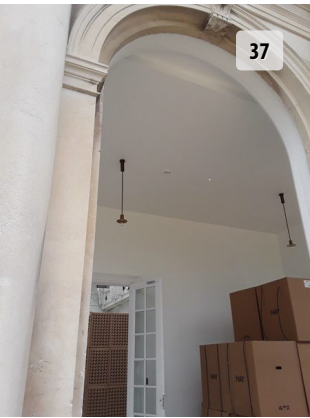
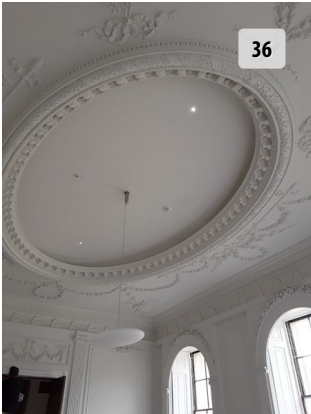
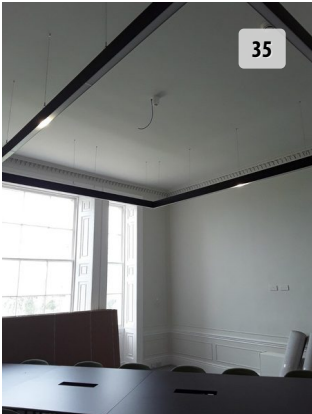
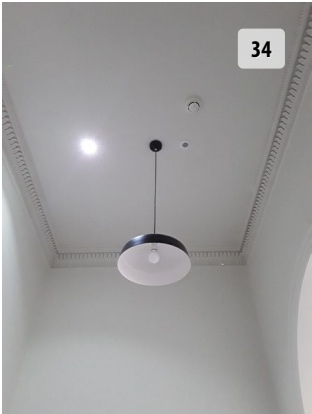
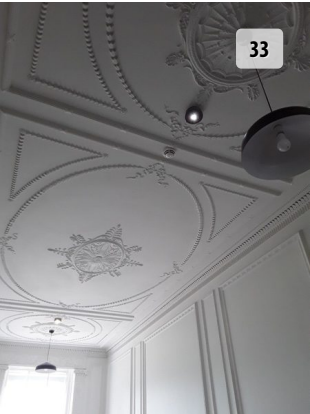


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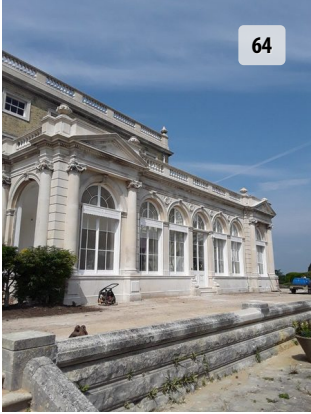
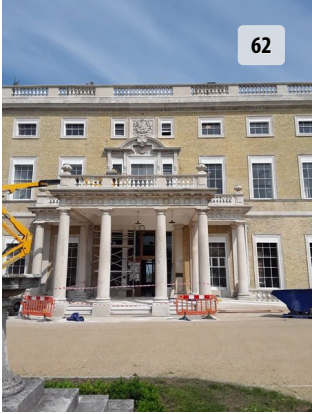
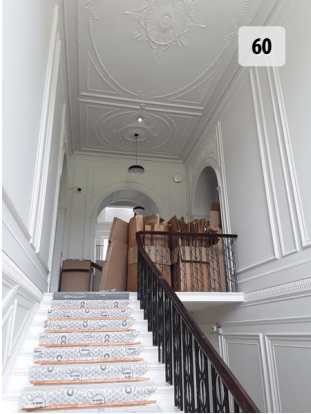
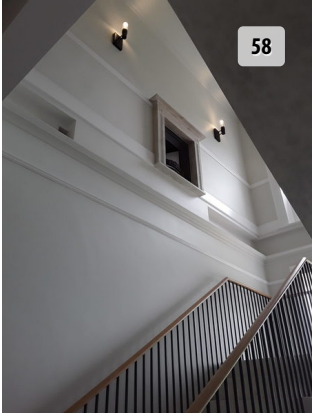
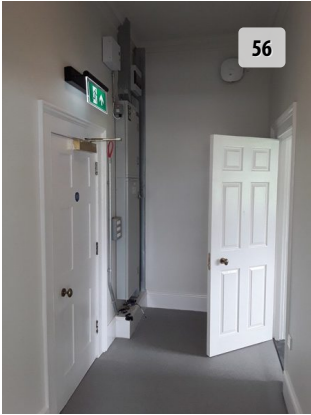
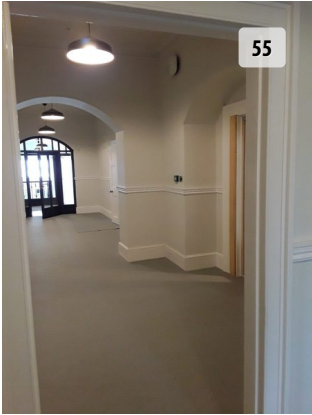
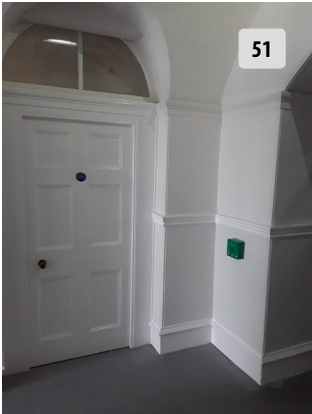


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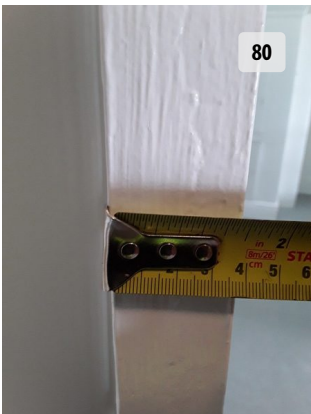
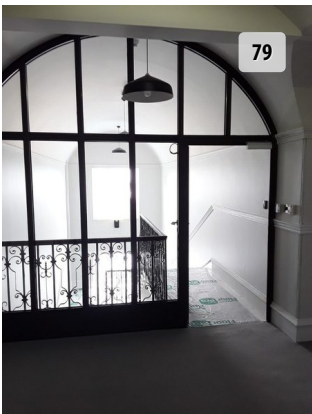
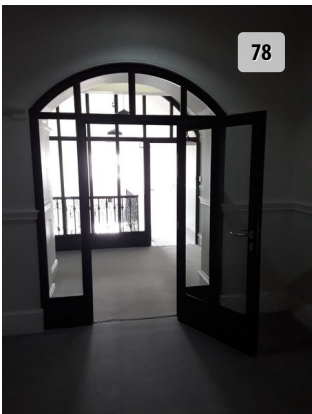
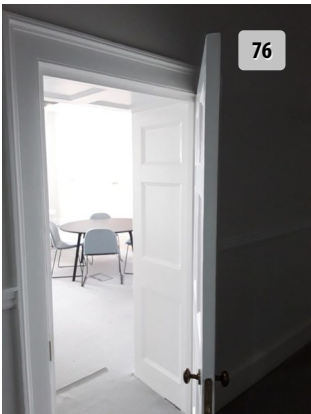
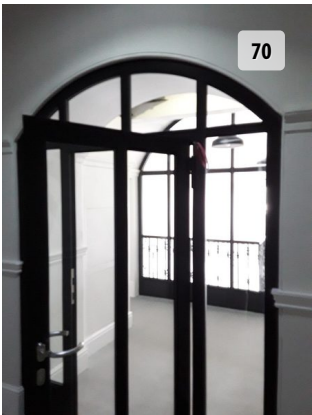
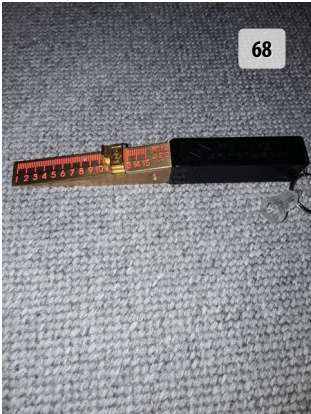
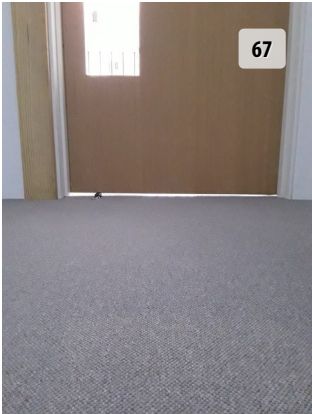
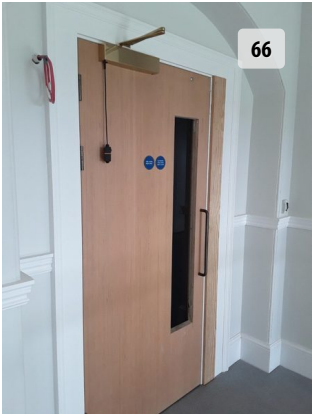


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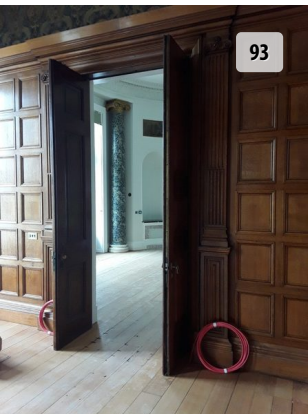
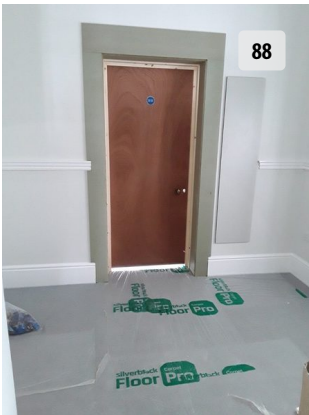
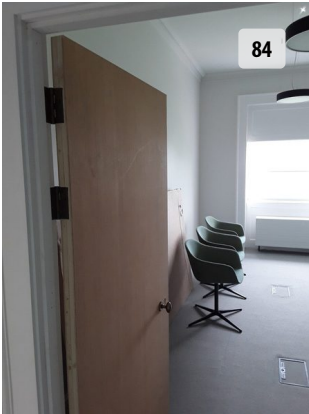
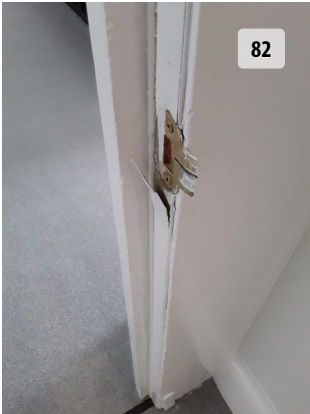




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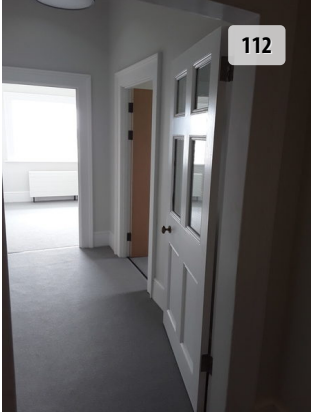
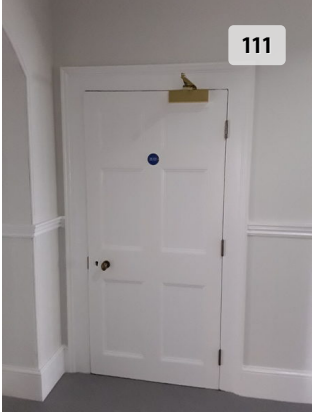
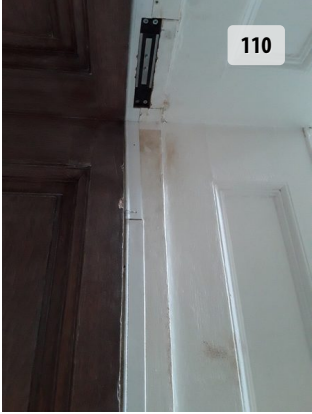
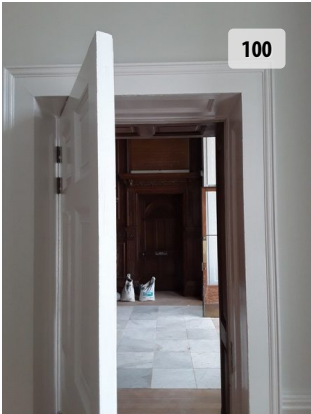


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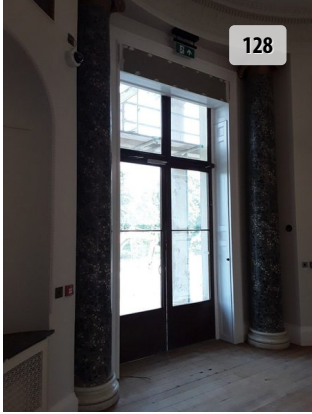
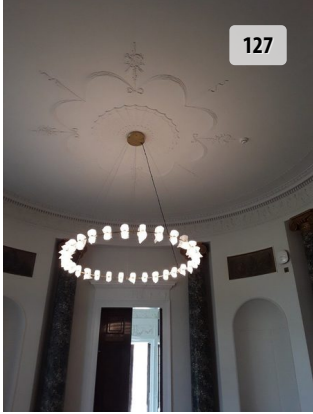
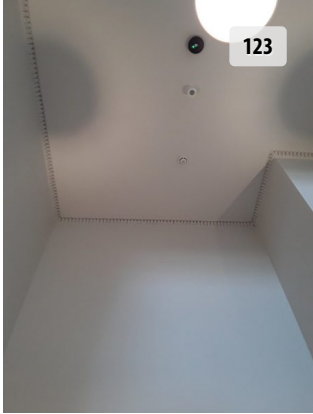
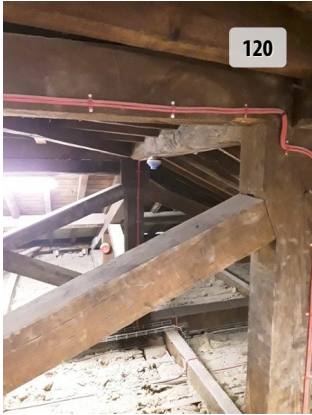
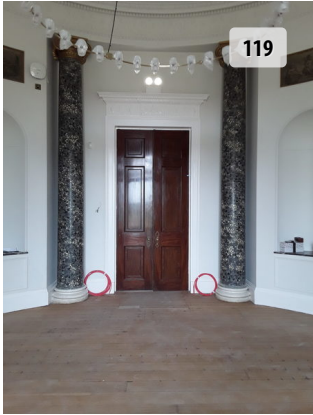
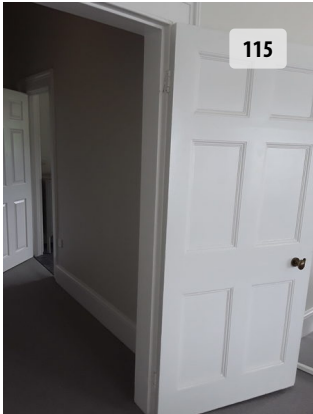


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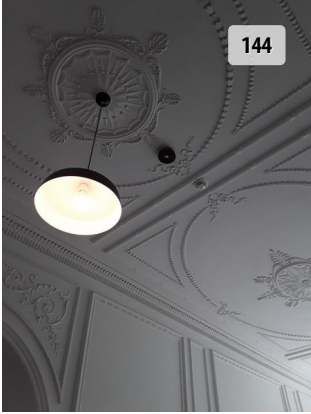
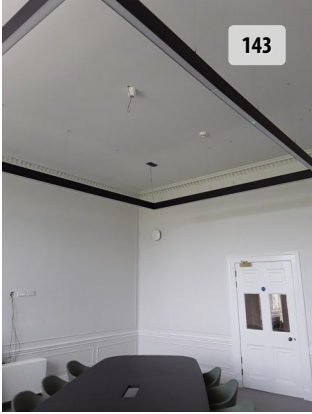
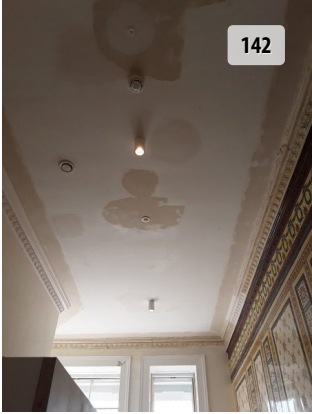
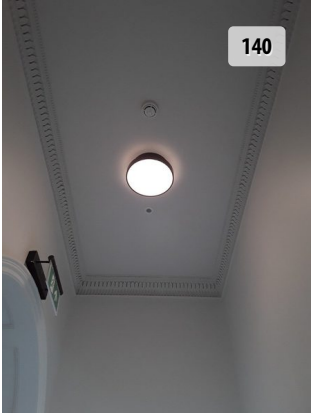
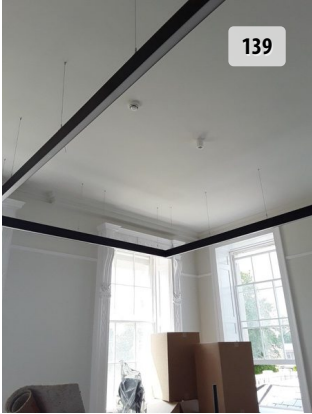
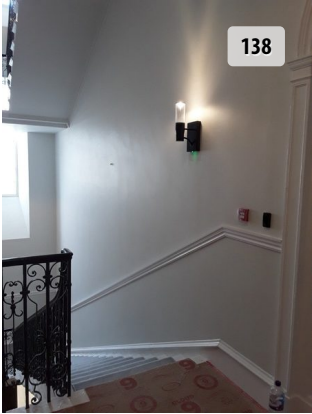
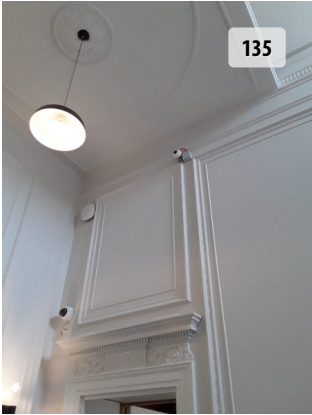
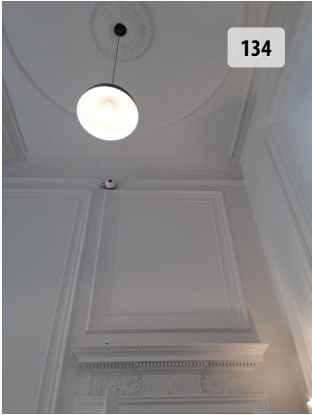
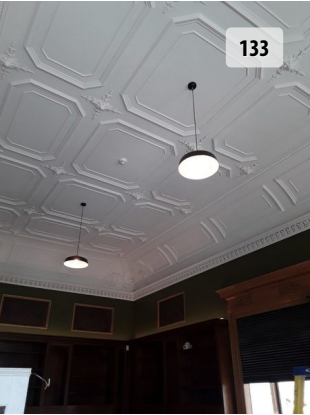
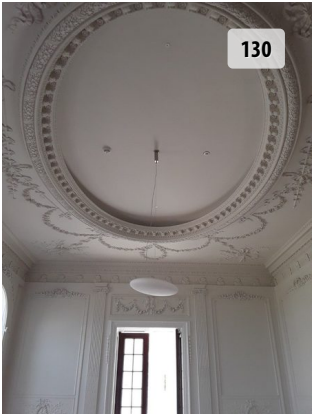
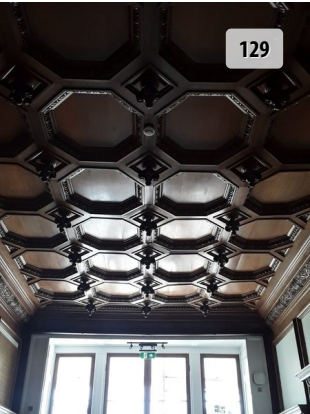


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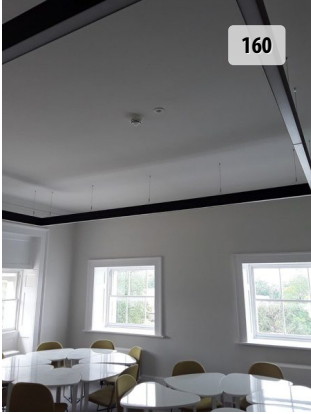
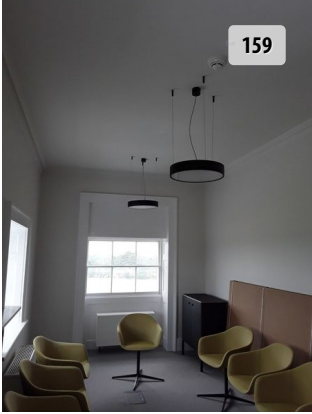
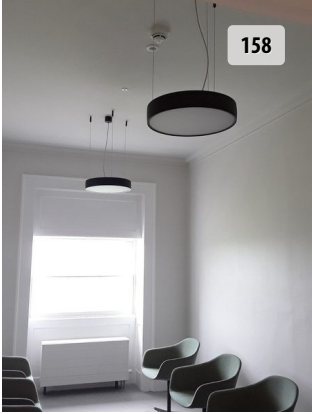
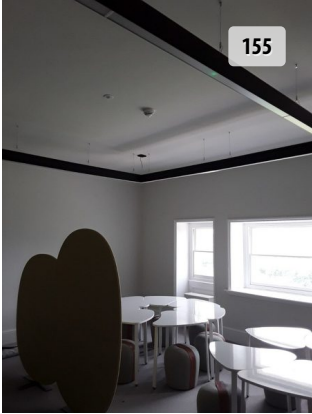
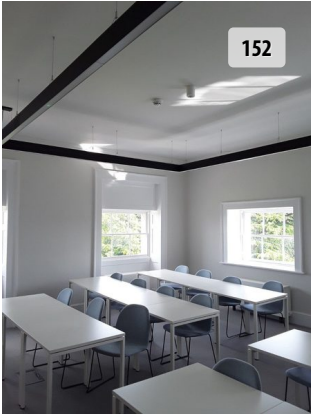
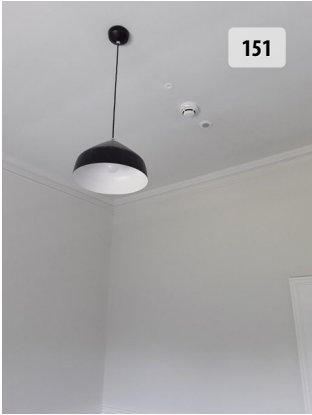
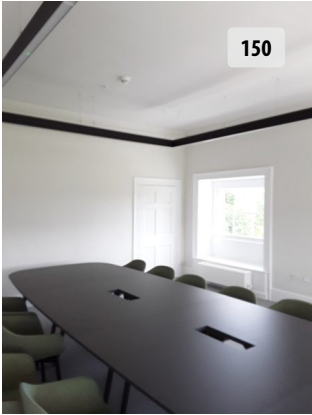
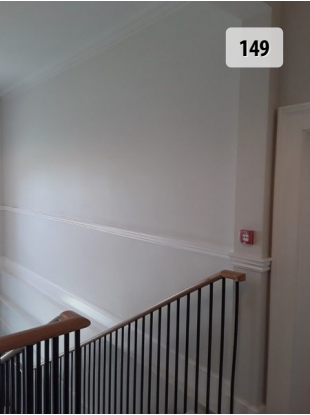
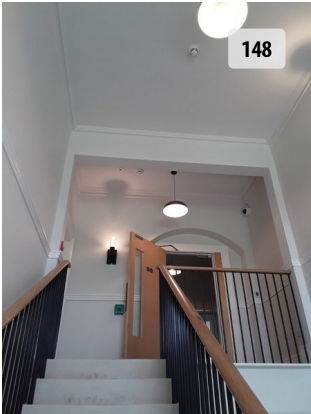
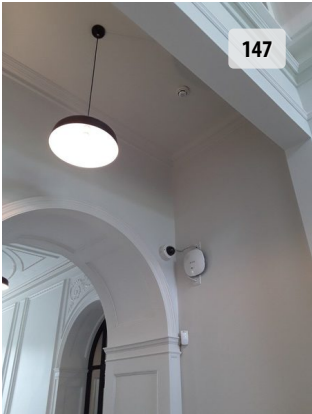
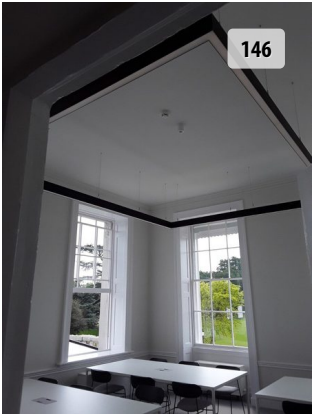




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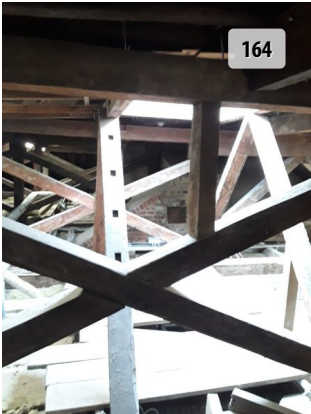


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We believe strongly in third party approval, that's why our consultants hold professional accreditations from the IFE and IFSM and the business itself is accredited by UKAS and NSI.

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