

FIRE RISK ASSESSMENT (REVIEW)

Responsible person: **Christine Doyle**

Address of premises:

**Dukes Education, Broomfield House
School, 10 Broomfield Road, Kew,
London, TW9 3HS**



OUR REFERENCE 8663

Site contact details:

**02089403884 /
office@broomfieldhouse.com /
cdoyle@broomfieldhouse.com**

Assessor: **Tim Warner**

Date of Fire Risk Assessment:

11th October 2023

Suggested date for review¹⁾:

October 2024

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This fire risk assessment has been carried out by:

Anglia Fire Protection

Tel: **01376345677**

E-Mail: **enquiries@angliafire.com**

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors:

Harrow House – Three (Ground, First and Second (incl. Loft)

Broomfield House - Four (Ground, First and Second, Third (incl. Loft)

1.2 Brief details of construction:

Brick and Timber

1.3 Use of premises:

Education

2. THE OCCUPANTS

2.1 Approximate maximum number:

Two Hundred and Twenty (220)

2.2 Approximate number of employees at any one time:

Fifty (50)

2.3 Maximum number of members of public at any one time:

One hundred and Ten (110)

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:

N/A

3.2 Disabled occupants:

None currently

3.3 Occupants in remote areas and lone workers:

N/A

3.4 Young persons:

All students

3.5 Others:

4. FIRE LOSS EXPERIENCE

None known

5. OTHER RELEVANT INFORMATION

FIRE RISK ASSESSMENT

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

In accordance with the Regulatory Reform (FIRE) Safety Order 2005

6.2 The above legislation is enforced by:

Surrey County Fire and Rescue Service (S.C.F.R.S)

6.3 Comments:

FIRE RISK ASSESSMENT

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Last tested 2nd Aug. 2019 (due next 2024)

Portable appliance testing carried out? Yes No

Last tested Dec. 2022 (due next 2023)

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments observed:



NICEIC _ Electrical Certificate 2019-24.



PAT Testing Certificate _ Dec 202

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

8.3 Comments and hazards observed:

9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable? ²⁾ Yes No
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No
- 9.3 Comments and hazards observed:

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes No
- 10.2 If portable heaters are used:
- Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? N/A Yes No
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No
- 10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No
- 10.4 Comments and hazards observed:

²⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No
 Suitable extinguishing appliances available? Yes No

11.3 Comments observed:



12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and observations:



14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? N/A No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? N/A No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

14.4 Comments:

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

15.2 Comments:

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:
None noted

16.2 Comments and deficiencies observed:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No

17.2 More specifically:

Adequate design of escape routes? Yes No

Adequate provision of exits? Yes No

Exits easily and immediately openable where necessary? Yes No

Fire exits open in direction of escape where necessary? Yes No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes No

Satisfactory means for securing exits? Yes No

Reasonable distances of travel:

• Where there is a single direction of travel? Yes No

• Where there are alternative means of escape? Yes No

Suitable protection of escape routes? Yes No

Suitable fire precautions for all inner rooms? Yes No

Escape routes unobstructed? Yes No

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes No

17.4 Comments observed:



18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

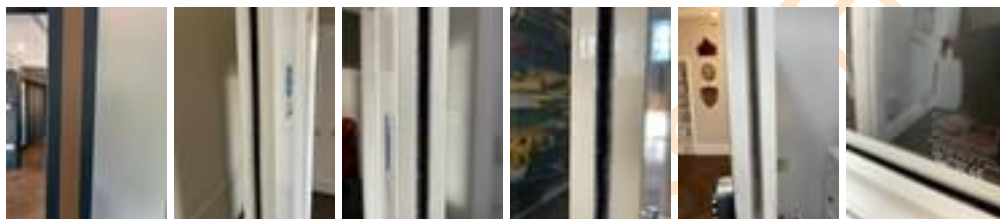
18.1 It is considered that there is:

Compartmentation of a reasonable standard³⁾. Yes No

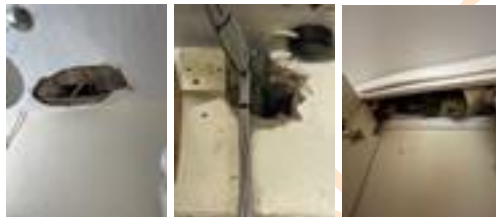
Reasonable limitation of linings that might promote fire spread. Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{3), 4)} N/A Yes No

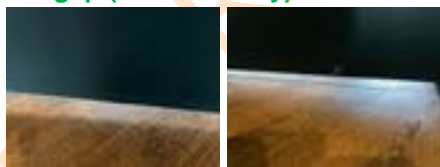
18.3 Comments and deficiencies observed:



Where holes have been created compromising the integrity of the “fire resistive” barrier as a result of leaks or the installation of services etc. then such holes should be sealed using appropriate material.



A number of doors (particularly the top floor) have gaps at the bottom that exceed the maximum permissible of 3mm, in such cases a threshold seal should be fitted to reduce the gap (as necessary)



All doors either located on or leading directly to the “escape routes” must be a minimum of thirty minutes resistance to fire (“FD30”) and have all the component parts to achieve that rating including Intumescent Smoke Seals and Hydraulic Closers etc..



Fire Door Gap and Rating Details.doc

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁵⁾

Yes No

19.2 Comments and observations:

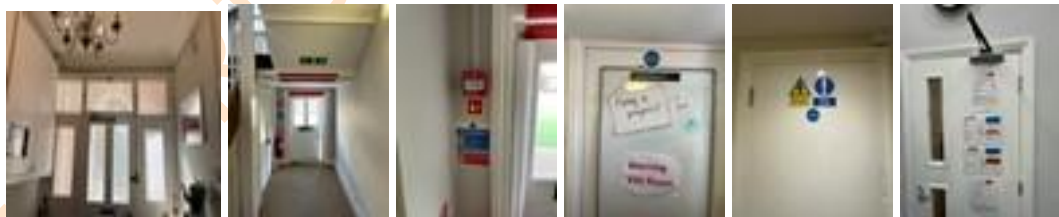


20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes No

20.2 Comments and observations:



³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁵⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ Yes No

21.2 Automatic fire detection provided? Yes (throughout building) Yes (part of building only) No

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No

21.4 Remote transmission of alarm signals? Yes No

21.5 Comments observations:



22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? Yes No

22.2 Hose reels provided? Yes No

22.3 Are all fire extinguishing appliances readily accessible? Yes No

22.4 Comments and observations:



14.9 Fire Safety -
Equipment and Loca

⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

MANAGEMENT OF FIRE SAFETY

23. PROCEDURES AND ARRANGEMENTS

23.1 Fire safety is managed by: ⁸⁾
In house (Christine Doyle)

23.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes No

Comments:

23.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

23.4 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

⁸⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Comments:

Although the “Fire Assembly Point” is away from the Main School in the event of Fire the Children should be led to an “ultimate place of safety” a safe distance away from the School itself and away from attending Emergency Services.



14.1 Fire Safety Policy.doc.docx



14.2 Fire Evacuation Procedures.docx



14.11 Fire risk Prevention Statement



14.13 Playground Muster Points Norm

23.5 Persons nominated and trained to use fire extinguishing appliances? N/A Yes No

Comments:

Details of all Staff trained in the use of Portable Fire Extinguishers should be retained with this assessment and displayed in relevant areas accordingly.



Fire Warden Training.pdf

23.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:



Fire Warden Training.pdf

23.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

23.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Regular checks should be made to ensure all precautions remain up to date

FIRE RISK ASSESSMENT

24. TRAINING AND DRILLS

- 24.1 Are all staff given adequate fire safety instruction and training on induction? Yes No

Comments:

- 24.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes No

Comments:

Regular updates should be given to Staff with consideration given to a dedicated Notice Board accordingly.

- 24.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises? Yes No

The fire safety measures in the building? Yes No

Action in the event of fire? Yes No

Action on hearing the fire alarm signal? Yes No

Method of operation of manual call points? Yes No

Location and use of fire extinguishers? Yes No

Means for summoning the fire and rescue service? Yes No

Identity of persons nominated to assist with evacuation? Yes No

Identity of persons nominated to use fire extinguishing appliances? Yes No

Comments:



14.13 Playground
Muster Points Norm

- 24.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

Names of all Fire Wardens / Marshalls should be retained with this assessment and clearly displayed (as appropriate) within the School itself. Where appropriate / necessary training should include specialist evacuation procedures with individual P.E.E.P's (Personal Emergency Evacuation Plan) prepared where necessary / appropriate)

- 24.5 Are fire drills carried out at appropriate intervals? Yes No

Comments:

A minimum of two off Fire Drills must be carried out per annum with results formally recorded within the "Fire Log Book" accordingly.

- 24.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

25. TESTING AND MAINTENANCE

- 25.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

25.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes No

Comments and deficiencies observed:

Weekly testing of all Manual Break Glass Call Points should be carried out (in rotation) with all details recorded within the "Fire Log Book" accordingly.

25.3 Monthly and annual testing routines for emergency escape lighting? Yes No

Comments and deficiencies observed:

Monthly "functional" b(or "flick" tests) should be carried out with all details recorded within the "Fire Log Book" accordingly.

25.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:

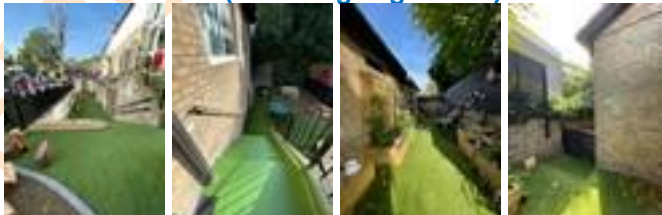
Last tested Feb. 2023 (next due Feb. 2024)



25.5 Periodic inspection of external escape staircases and gangways/pathways? N/A Yes No

Comments and observations:

Regular checks of all external escape routes should be made to ensure they remain free from obstruction (including vegetation)



25.6 Routine checks of final exit doors and/or security fastenings? Yes No

Comments:

Regular checks should be made of all Fire Exit Door Furniture for correct operation with any corrective / remedial action undertaken accordingly.

25.7 Other relevant inspections or tests:

Comments:

26. RECORDS

26.1 Appropriate records of:

Fire drills?

N/A Yes No

Date of last Fire Drill :...8th September 2023

Fire training?

Yes No

Date of Fire Training :...Sept. / Oct. 2023

Fire alarm tests?

N/A Yes No

Date of last Test :...29th August 2023

Emergency escape lighting tests?

N/A Yes No

Date of last Test :...29th August 2023

Maintenance and testing of other fire protection equipment?

N/A Yes No

26.2 Comments:



Fire Warden Training.pdf

FIRE RISK ASSESSMENT

27.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak 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).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial **Tolerable** Moderate Substantial Intolerable

Comments:

The designation 'Tolerable' has been given to these premises.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

28. ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Tolerable

Moderate

Definition of priorities (where applicable):

An item designated '**A**' requires immediate action.

An item designated '**A**' requires action within 12 weeks or sooner.

An item designated '**B**' requires action within 24 weeks or sooner.

An item designated '**C**' requires action within 12 months.

	Priority (where applicable)	Action by whom	Date action taken
1. 18.1	A		
2. .			
3. .			
4.			
5.			
6.			
7.			