

12a FIRE RISK ASSESSMENT

The Fire Safety Regulatory Reform Order 2005

Name and Address of Premises:	Westbrook Hay Educational Trust Westbrook Hay London Road Hemel Hempstead Hertfordshire HP1 2RF
Use of Premises:	Preparatory School
Health & Safety Officer	Kelly Freeman, Bursar
Telephone No.	01442 256143
Date of Risk Assessment:	12 September 2019

GENERAL STATEMENT OF POLICY

Our mission is to develop happy, confident and successful children who are well prepared for their future.

It is the policy of Westbrook Hay School to protect all persons including employees, pupils, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The School will provide and maintain safe working conditions, equipment and systems of work for all employees and pupils and provide such information, training and supervision as they need for this purpose.

The School will give a high level of commitment to health and safety and will comply with all statutory requirements.

MANAGEMENT SYSTEM

- **Planning:** The fire risk assessment is part of the overall Health and Safety documentation for the school. Its purpose is to ensure the well-being of all those working in and around the school.
- **Organisation:** The setting is an Independent Preparatory School, governed by a Board of Governors. The Headmaster is responsible for the day to day running of the school and acts as the CEO for Westbrook Hay Educational Trust Ltd, which is the charitable vehicle under which the school operates.
- **Control:** The Bursar reporting to the Governors is currently the person responsible for the Health and Safety of the school; Michael Moss acts as the Fire Officer in all areas. The Bursar, Fire Officer, and representatives from across the school comprise the Health and Safety Committee.
- **Monitoring:** the Board of Governors have a termly report on H& S. The Bursar is responsible for co-ordinating the reporting of the HSC. Ellis Whittam, a firm of H & S consultants has been retained to act for the school and advise on all aspects of the H & S policy. The school is inspected by the Independent Schools Inspectorate, which monitors all schools within the Independent Preparatory Schools Association, of which Westbrook Hay is a member.
- **Review:** as part of the monitoring procedure, periodic reviews of the H&S policy are carried out. In terms of the Fire Risk Assessment, an annual review is undertaken.

GENERAL DESCRIPTION OF PREMISES

The site comprises of several buildings contained within a 26-acre rural site, which concentrate in the main around Westbrook Hay House, known as the main building/Upper School. There is a purpose-built Middle School, a Performing Arts Centre, a Sports Hall, an IT block, a school Uniform shop & year 4 classroom and a Lower School building.

OCCUPANCY

Times the Premises are in use

Normal school hours:	35w	7.30am –
	18:00	
Holiday Office hours:	17w	9.00am –
	18:00	
Residents (10)	52w	24hrs

Total number of persons employed to work within the premises at any one time:

Max 105 Usual 65

Total number of pupils who may resort to the premises at any one time: Max 360

FIRE WARNING SYSTEMS WITHIN THE PREMISES

There are break-glass systems with automatic fire detection system, to British Standard 5839 linked to electronic sounders in the main school building, Lower School building, Middle school building and the IT block.

In the other areas of the school in isolated buildings, there is clear visibility and word of mouth is deemed sufficient to raise an alarm.

EMERGENCY LIGHTING

In the above buildings there are emergency lighting systems to British Standard 5266.

PLAN - see Appendix A

MEANS OF ESCAPE FROM MAIN BUILDING/UPPER SCHOOL:

People at Risk		
Number of persons in the area at any one time: Normal/Maximum	150/260	
	Yes	No
Are the premises multi-occupied?		X
Are there disabled people in the area/room/floor?	X*	
Are there areas where employees/others are isolated?		X
Do persons sleep in the premises?	X	

*1 pupil (impaired sight) & 1 pupil (impaired hearing) Middle school pupils, both are very familiar with school layout.

Fire Hazards	Yes	No
Are there significant fire hazards in the area?	X	
If there are can they be removed, replaced or reduced?		
Specify:		
<p>In certain classrooms and in the offices there is the use of multi-adapter power points, due to a shortage of sockets. Electrical work will continue to be carried out where this remains a feature – science lab Aug 19 completed</p> <p>Some fire doors aren't closing – Art room exit door. MW to rectify Sep 19</p>		



Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?	X	
If there are, can they be removed, replaced or reduced?		
Specify: Small number of fire doors that do not closely fit the door frames due to their age and design. Consequently, fitting intumescent strips would be ineffective. Advice from Fire Safety Contractor being sought.		

Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning System, Emergency Lighting and Fire-Fighting Equipment in Main Building/Upper School.

Means of Escape – Horizontal Evacuation	Adequate	
	Yes	No
Control measures for any of fire hazards within the area/room/floor	X	
Control and monitoring of the number of occupants	X	
Definition and number of escape routes	X	
Travel Distances	X	
Number and width of exits	X	
Inner rooms situations	X	
Corridors	X	
Dead-end conditions		X
Door openings and door fastenings	X	
Sufficient number of stairways	X	
Housekeeping	X	
Provisions for disabled persons		X

Fire Safety Signs and Notices	Yes	No
Exit Signs	X	
“Fire Door – Keep Shut” signs	X	
“Fire Door – Keep Locked Shut” signs	X	
“Fire Exit – Keep Clear” signs	X	
General Fire Action Notices	X	
Fire-fighting Equipment	X	
Door Operating Signs (i.e. Push Bar to Open)	X	

Fire Warning System	Yes	No
Will the system alert all the occupants in the event of a fire?	X	



Emergency Lighting	Yes	No
Sufficient illumination to see escape routes clearly?	X	
Sufficient illumination to see external escape routes clearly?	X	
Operates on sub-circuit failure?	X	
Illumination at change of level?	X	
Illumination at change in direction?	X	
Illuminations to show fire alarm call points and fire fighting equipment?	X	

Fire-Fighting Equipment	Yes	No
Is there sufficient fire fighting equipment provided for the area?	X	
Is the fire fighting equipment appropriate for the risk?	X	
Is it simple to use?	X	
Has it been checked by a competent person in the last 12 months?	X	
Does it conform to a standard?	X	
Is it located on the escape routes and near to exit doors?	X	
Is it securely hung on wall brackets or suitable floor plates?	X	
List of Fire Safety Deficiencies to be Rectified		
Deficiency/Rectification	Date to be Rectified	Date Rectified
Some fire doors aren't closing.	Sep 19 MW	

MEANS OF ESCAPE FROM MIDDLE SCHOOL (INCLUDING DT ROOM & SCIENCE LAB)

People at Risk		
Number of persons in the area at any one time:	130	
Number of persons who may resort to the area at any one time: DT & Science	+ 40	
	Yes	No
Are the premises multi-occupied?		X
Are there disabled people in the area?		X
Are there areas where employees/others are isolated?		X
Do persons sleep in the premises?		X

Fire Hazards	Yes	No
Are there significant fire hazards in the area?		X
If there are can they be removed, replaced or reduced?		
Specify:		



Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		X
If there are, can they be removed, replaced or reduced?		
Specify:		

Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning System, Emergency Lighting and Fire-Fighting Equipment in Middle School.

Means of Escape – Horizontal Evacuation	Adequate	
	Yes	No
Control measures for any of fire hazards within the area/room/floor	X	
Control and monitoring of the number of occupants	X	
Definition and number of escape routes	X	
Travel Distances	X	
Number and width of exits	X	
Inner rooms situations	X	
Corridors	X	
Dead-end conditions		X
Door openings and door fastenings	X	
Sufficient number of stairways	X	
Housekeeping	X	
Provisions for disabled persons		X

Fire Safety Signs and Notices	Yes	No
Exit Signs	X	
“Fire Door – Keep Shut” signs	X	
“Fire Door – Keep Locked Shut” signs	X	
“Fire Exit – Keep Clear” signs	X	
General Fire Action Notices	X	
Fire-fighting Equipment	X	
Door Operating Signs (i.e. Push Bar to Open)	X	

Fire Warning System	Yes	No
Will the system alert all the occupants in the event of a fire?	X	



Emergency Lighting	Yes	No
Sufficient illumination to see escape routes clearly?	X	
Sufficient illumination to see external escape routes clearly?	X	
Operates on sub-circuit failure?	X	
Illumination at change of level?	X	
Illumination at change in direction?	X	
Illuminations to show fire alarm call points and fire fighting equipment?	X	

Fire-Fighting Equipment	Yes	No
Is there sufficient fire fighting equipment provided for the area?	X	
Is the fire fighting equipment appropriate for the risk?	X	
Is it simple to use?	X	
Has it been checked by a competent person in the last 12 months?	X	
Does it conform to a standard?	X	
Is it located on the escape routes and near to exit doors?	X	
Is it securely hung on wall brackets or suitable floor plates?	X	

MEANS OF ESCAPE FROM LOWER SCHOOL (INCLUDING ART ROOM)

People at Risk		
Number of persons in the area at any one time:	117	
Number of persons who may resort to the area at any one time: Art	+ 21	
	Yes	No
Are the premises multi-occupied?		X
Are there disabled people in the area?		X
Are there areas where employees/others are isolated?		X
Do persons sleep in the premises?		X

Fire Hazards	Yes	No
Are there significant fire hazards in the area?		X
If there are can they be removed, replaced or reduced?		
Specify:		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		X
If there are, can they be removed, replaced or reduced?		
Specify:		



Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning System, Emergency Lighting and Fire-Fighting Equipment in Lower School.

Means of Escape – Horizontal Evacuation	Adequate	
	Yes	No
Control measures for any of fire hazards within the area/room/floor	X	
Control and monitoring of the number of occupants	X	
Definition and number of escape routes	X	
Travel Distances	X	
Number and width of exits	X	
Inner rooms situations	X	
Corridors	X	
Dead-end conditions		X
Door openings and door fastenings	X	
Sufficient number of stairways	X	
Housekeeping	X	
Provisions for disabled persons	X	

Fire Safety Signs and Notices	Yes	No
Exit Signs	X	
“Fire Door – Keep Shut” signs	X	
“Fire Door – Keep Locked Shut” signs	X	
“Fire Exit – Keep Clear” signs	X	
General Fire Action Notices	X	
Fire-fighting Equipment	X	
Door Operating Signs (i.e. Push Bar to Open)	X	

Fire Warning System	Yes	No
Will the system alert all the occupants in the event of a fire?	X	

Emergency Lighting	Yes	No
Sufficient illumination to see escape routes clearly?	X	
Sufficient illumination to see external escape routes clearly?	X	
Operates on sub-circuit failure?	X	
Illumination at change of level?	X	
Illumination at change in direction?	X	
Illuminations to show fire alarm call points and fire fighting equipment?	X	



Fire-Fighting Equipment	Yes	No
Is there sufficient fire fighting equipment provided for the area?	X	
Is the fire fighting equipment appropriate for the risk?	X	
Is it simple to use?	X	
Has it been checked by a competent person in the last 12 months?	X	
Does it conform to a standard?	X	
Is it located on the escape routes and near to exit doors?	X	
Is it securely hung on wall brackets or suitable floor plates?	X	

MEANS OF ESCAPE FROM THE PERFORMING ARTS CENTRE (PAC)

People at Risk		
Number of persons in the area at any one time: Normal/dance & peripatetics	26/62	
During a school performance	560	
	Yes	No
Are the premises multi-occupied?		X
Are there disabled people in the area?	X*	
Are there areas where employees/others are isolated?		X
Do persons sleep in the premises?		X

*1 pupil (impaired sight) & 1 pupil (impaired hearing) Middle school pupils, both are very familiar with school layout.

Fire Hazards	Yes	No
Are there significant fire hazards in the area?		X
If there are can they be removed, replaced or reduced?		X
Specify:		

Structural Features	Yes	No
Are there any structural features that could promote the spread of fire?		X
If there are, can they be removed, replaced or reduced?		X
Specify:		

Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning System, Emergency Lighting and Fire-Fighting Equipment in Performing Arts Centre



Means of Escape – Horizontal Evacuation	Adequate	
	Yes	No
Control measures for any of fire hazards within the area/room/floor	X	
Control and monitoring of the number of occupants	X	
Definition and number of escape routes	X	
Travel Distances	X	
Number and width of exits	X	
Inner rooms situations	X	
Corridors	X	
Dead-end conditions		X
Door openings and door fastenings	X	
Sufficient number of stairways	X	
Housekeeping	X	
Provisions for disabled persons	X	

Fire Safety Signs and Notices	Yes	No
Exit Signs	X	
“Fire Door – Keep Shut” signs	X	
“Fire Door – Keep Locked Shut” signs	X	
“Fire Exit – Keep Clear” signs	X	
General Fire Action Notices	X	
Fire-fighting Equipment	X	
Door Operating Signs (i.e. Push Bar to Open)	X	

Fire Warning System	Yes	No
Will the system alert all the occupants in the event of a fire?		

Emergency Lighting	Yes	No
Sufficient illumination to see escape routes clearly?	X	
Sufficient illumination to see external escape routes clearly?	X	
Operates on sub-circuit failure?	X	
Illumination at change of level?	X	
Illumination at change in direction?	X	
Illuminations to show fire alarm call points and firefighting equipment?	X	



Fire-Fighting Equipment	Yes	No
Is there sufficient firefighting equipment provided for the area?	X	
Is the firefighting equipment appropriate for the risk?	X	
Is it simple to use?	X	
Has it been checked by a competent person in the last 12 months?	X	
Does it conform to a standard?	X	
Is it located on the escape routes and near to exit doors?	X	
Is it securely hung on wall brackets or suitable floor plates?	X	

MANAGEMENT

Refers to:- all school buildings

Maintenance	Adequate	
	Yes	No
Maintenance for fire resisting doors, walls and partitions		
Regular checks	X	

Maintenance of escape routes, exit doors		
Regular checks	X	

Maintenance of fire safety signs		
Regular checks	X	

Maintenance of fire warning system		
4 x per year	X	

Maintenance of emergency lighting		
2 x per year	X	

Maintenance of fire fighting equipment		
Annually	X	
By competent person?	X	
Recorded and location records	X	



Method for Calling the Fire Service	Yes	No
Method for calling the Fire Service?	X	

Specify:

Anyone discovering a fire should call the fire brigade on 999 as soon as possible from a place of safety. If this is not possible, inform the School Office, the Fire Officer or in his absence the Headmaster or his deputy who will use their mobile phone to make the call.

Emergency Action Plan (EAP)	Yes	No
Covers:		
All foreseeable events	X	
The action of employees in the event of fire	X	
How people will be warned of a fire	X	
How the evacuation is carried out – to include the evacuation of visitors and people with disabilities	X	
Assembly points	X	
Procedures for checking the workplace has been evacuated	X	
Identification of escape routes	X	
Fire-fighting equipment provided	X	
The duties and identities of persons with specific responsibilities in the event of fire i.e. fire fighting	X	
Where appropriate the isolating of machinery and processes	X	
Specific arrangements for high risk areas of the workplace	X	
How the fire service is called and who is responsible for doing this	X	
Liaison with the fire service on arrival	X	

Training	Yes	No
Is there a training programme	X	
Does it cover:		
The action to take on discovering a fire	X	
How to raise the alarm	X	
The action to take on hearing the alarm	X	
The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits	X	
The arrangements for calling the fire service	X	
The evacuation procedures for everyone in the workplace	X	
The location and, when appropriate, the use of fire-fighting equipment	X	
The location of escape routes	X	
How to open all escape doors	X	



The importance of keeping fire doors closed	X	
Where appropriate, how to stop machines, processes and isolate power supplies in the event of a fire	X	
The importance of general fire safety and good housekeeping	X	

Significant Hazards	Yes	No
Are significant Hazards present in the workplace?		X
Specify:		
Need to consult Fire Service?	Yes	No
		X

List of Management Deficiencies to be Rectified		
Deficiency/Rectification	Date to be Rectified	Date Rectified

Reviewed by Governing Body January 2020

Next Review by Governing Body due January 2021