

Report prepared for
Croft Preparatory School

Date of report
12th September 2023



Assessment of Fire Risk

Under the Requirements of the Regulatory Reform
(Fire Safety) Order 2005

Croft Prep School, Stratford-Upon-Avon



Report prepared by
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Rowans Disclaimer

All information is based on visual inspection carried out during the site survey.
Any areas I did not have access to or made aware of are not included in the report.

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Fire Risk Assessment

This report summarises the findings of an assessment of the risk to life from fire in the property listed below. Recommendations have been made to ensure compliance with current fire safety legislation and to reduce the risks to a reasonable level. This report does not address the risk to business continuity from fire.

Company	Croft Preparatory School
Address of property	Alveston Hill, Loxley Road, Stratford-upon-Avon, Warwickshire, CV37 7RL
Employer or nominated responsible person	Headmaster – Marcus Cook Chair of the Governing Committee – Vanessa Aris Owner – Barney Thornton on behalf of the Thornton Family
Person(s) consulted	Stuart Morris and Steve Henderson
Assessor	Judith Evans
Date of fire risk assessment	11 th August 2023
Date of previous fire risk assessment	31 st August 2022
Suggested date of review (see note)	This assessment should be reviewed annually. A full reassessment of the building should take place in at least 3 years unless major changes happen to the structure and fabric of the building or major personnel changes occur.

Note:

This fire risk assessment should be reviewed if there is reason to suspect that it is no longer valid or there have been significant changes to the work practices or at least by the date indicated above. It should be reviewed by a competent person. The assessment must also be reviewed if major changes happen to the structure and fabric of the building or major personnel changes occur.

The submission of this report does not constitute a warranty of future results nor an assurance against risk. The report only represents the best judgement of the consultant involved in the assessment and is based in part on information provided by others. The assessment is based upon information provided by the client or observations made on the day of the assessment. No liability whatsoever is accepted for the accuracy of such information.

Fire Risk Assessment Summary

The following risk level estimator is based on the risk level estimator contained in BS ISO 45001:2018 Occupational health and safety management systems. Requirements with guidance for use.

Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the likelihood of fire at this property is:



Severity 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 risk assessment, it is considered that the consequences for fire safety in the event of fire would be:



Definition of the above terms:

Slight Harm

The outbreak of fire is unlikely to result in serious injury or death of any occupant.

Moderate Harm

The outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm

There is significant potential for serious injury or death of one or more occupants.

Likelihood of Fire	Severity of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Tolerable Risk	Moderate Risk	Moderate Risk
Medium	Moderate Risk	Substantial Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Calculated Risk from Fire

Accordingly, it is considered that the risk to life from fire at this property is:



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 ISO 45001:2018 for general health and safety risks.

Risk Level	Action and timescale
Tolerable	No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be taken into account. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful or very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. the work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited.

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 report. The risk assessment should be reviewed periodically.

An action plan is included in this report, to address the fire risks identified during the assessment. These have been prioritised according to the level of risk considered by the assessor at the time of the visit.

This fire risk assessment has been based on the HM government guide for Educational Premises.

Recommendations and Action Plan

It is recommended that the following actions should be implemented in order to reduce fire risk to a tolerable level:

Definition of Priorities

**High Priority**

To reduce high risk activity, and/or need to comply with legal requirement

**Medium Priority**

To eliminate or control medium risks identified and/or need to meet HSE standards

**Low Priority**

To further reduce fire risk

High Priority Action

To reduce high risk activity, and/or need to comply with legal requirement

Ser	Action	By whom	Signed off
001	There are no appropriate internal fire door assemblies in the pre-prep building, nor compartmentation in the building including into the roof space. This means that were a fire to occur, it would spread unhindered throughout the entire building. The locations of the worst fire stopping are the blocked-up doors that once led into the two offices either side of the entrance, and the doors leading into the covered areas. These areas should be made into compartment walls to divide the building into three compartments.		
002	The door from the flat to the Estates manager's flat still needs to be changed to a fire rated door		
003	All cables should be run in safe areas and not where they could either be damaged, or so long that they could cause a large heat build-up, such as in the art room		
004	Additional power sockets must be installed in the art room to remove the need for the extension lead the length of the classroom powering the computer and other equipment in the tiny office.		

Medium Priority Action

To eliminate or control medium risks identified and/or need to meet current guidance

Ser	Action	By whom	Signed off
001	The pre-prep classrooms that still have barn door exits to outside should have them replaced to single doors with single turn to exit – there are now only a few still to be replaced		
002	Where the pipework for the heating system travels through the buildings, the holes should be fire stopped with appropriate intumescent mastic internally, and standard mastic to the external walls, as this will prevent the spread of smoke and hot gases through any of the buildings in the event of a fire – this may be the responsibility of the boiler firm who installed and maintain the system		
003	All fire extinguishers should be visible and accessible at all times, and not have items stored in front of, or blocking, any access to them		
004	Replace the doors in the Admin office on the ground floor of the main building, with a suitable final fire exit door with a push bar		
005	The lock on the entrance door to the front hall must be changed so it can be used easily by all in an emergency. This is the main route out for the Headmaster and his family from the flat above, and having a key, which may get moved, is not an appropriate final exit. An external stair is still be considered but a cost benefit assessment will need to be carried out		
006	Ensure maintenance is carried out on all internal fire doors that do not close correctly, several were seen across multiple buildings that were not closing correctly		
007	Resurvey the fire evacuation wayfinding signage in the pre-prep building as there were some rooms that require signage above doors to help give direction on the direction of escape from the different rooms		
008	There should be no items kept under the stairs of the Mundell building, even tables, as this leads to other people leaving items there and the combustible materials build up.		
009	The mains electrical intake room should have correctly fire rated and tested materials used to compartment the room to prevent spread of smoke or fire should an incident occur		

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Croft Prep School, Stratford-Upon-Avon

010	The theatre requires investigative works to identify where foam has been in the compartmentation in places it should be correctly fire stopped – it was identified in some of the storage areas by the side of one of the fire exits. This can be seen in figures 01 and 02		
011	Confirm the electrical cable in the store of the prep school is not live – it may once have been a light, as can be seen in figure 03		
012	The fire exit from the little library in the prep school must be kept clear, as can be seen in figure 04		
013	Ensure all doors on the fire exit routes out from the hall and classroom area near the orangery and library cannot be locked from the inside but have a thumbturn so they can always be used as an escape route, as can be seen in figures 05 and 06		

Low Priority Action

To further reduce fire risk

Ser	Action	By whom	Signed off
	No low priority actions identified during the assessment		

The "By Whom" section has not been filled out by the assessor as she feels the client has a better knowledge of who should be carrying out these tasks.

Conclusion

The management of fire safety across the site is generally of an appropriate level but there are still some physical aspects of the building that can be changed to improve the fire safety to the pupils, staff, visitors, and buildings.

The high priority actions mainly relate to fire stopping and compartmentation of the different areas of the building to prevent smoke spread into means of escape areas, and the spread of fire. Although most of the travel distances out to the final exits are very short, and so everyone will get out safely, the spread of smoke should still be minimised to prevent potential inhalation during this evacuation, and the spread of fire to prevent destruction of property.

It should be remembered that there is no legal timescale to carry out the actions identified but a plan must be put in place to carry out the high priority actions, even if it were to take several financial years to carry out the works. The medium priority actions should be put on the plan as well. This will provide evidence to the local Fire and Rescue Service that the fire safety of the people using the building is being taken seriously. This is a legal document but can be updated as and when actions are completed by the client as a record of working towards compliance.

This assessment was based on a 'snapshot' taken on the day visited. Housekeeping matters will change, but major issues like compartmentation will not and further action will be required.



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General Information

The Buildings	
Number of floors	No more than two storeys on any building
Brief details of construction including any building hazards	<p>Pre-prep and pre-reception traditional build with internal steels and solid plastic covered roof over two open areas.</p> <p>Clocktower traditional build with residential flat on first floor at one end.</p> <p>Main prep buildings connected old farmhouse and milking sheds converted into classrooms, residential areas, offices, kitchen, and canteen. Mid-19th century construction with additions from 1970s and 1980s.</p> <p>Residential flat in part of first floor.</p> <p>Mundell Court built in last 15 years, steel frame, treated timber cladding to first floor area.</p> <p>Theatre and gym buildings constructed in last 20 years, traditional brick with some supporting steels.</p> <p>Possible asbestos in all locations</p>
Occupancy	Low to medium depending on time of day for each of the buildings
Brief description of activities within the building	Standard school premises for under 11-year olds – no hazardous science chemicals on site; offices, commercial kitchen, canteen, two residential properties within the buildings
The Occupants	
How many employees	Approx. 95 employees and up to 420 pupils across the site
Approximate maximum number of employees/visitors at any one time	Some school events could be up to 600 people on site – employees, pupils, and parents
Details of any shared tenancy / occupation	Site wholly owned and operated by the school owners' family
Occupants at Special Risk	
Sleeping occupants	Estates manager with family; Headmaster with family; some nursery sleeping during the day

Occupants with additional needs	About to have a pupil with mobility
Children and elderly	Minimum age of pupils is three – maximum age on site likely to be 70s
Lone Workers	Only maintenance at start and end of day
Other people in the vicinity (e.g. neighbours)	Located in a remote area
Others	Parents, visitors, and contractors

Details of any Previous Fire Loss Experience

Fire in the old kitchen caused from a tumble dryer that destroyed the kitchen, canteen, upper offices, and classroom in June 2018

Other Relevant Information

No fire hydrants on site, but swimming pool and large pond on site for use by Fire and Rescue Service. The site has two CCTV controlled access gates, with firefighter override, which are open during drop off and pick up, but the site cannot be made secure as there is a public footpath running through the grounds

Management Procedures

- Fire policy covering fire safety, evacuation procedures, fire marshals and their duties, fire extinguishers, and general fire safety – reviewed September 2022
- Testing fire alarms weekly including in holidays - generally tested Mon or Weds morning at about 8am – generally Monday
- Monitored by Watch Systems monitoring team
- Fire alarm tested July 2023 – Firesafe services ltd
- Emergency lighting tested monthly – most areas now have emergency lighting
- Three hour drain test – July 2023 – all good – Electra do the testing
- Good signage
- Evacuations are carried out on a termly basis Thursday 6th July and the 7th July were the last
- There are full evacuation plan routes drawn out for all locations to the assembly points, installed in each respective classroom and staff area.
- Front and back gate CCTV

- Radios for staff use around site
- The maintenance of all identified equipment and physical items relating to fire safety appears to be managed appropriately, with contractors attending to the correct schedule, and internal checks being carried out as they should..
- Visitors sign in via tablet app including good fire information
- There are named fire marshals allocated across the school and deputies in case of holiday or illness – training booked in for Jan 2024
- Mains electrical test on a rolling programme across the site – all cat 2 complete and report satisfactory for the tests from 2021 (nursery, lower school, admin areas), 2022 tests were kitchen, dining, hall, some classes and admin, Mat 2023 did Mundell and swimming pool – all satisfactory – records seen
- Waste bins – to the rear of the theatre in a fenced off area
- Car parking – visitors to front and staff to rear
- Fire extinguishers by Beta fire May 2023
- PAT – April 2023 done by AGG
- Accommodation on site – site manager and headteacher + respective families
- Who does PEEPs – Facilities manager and SENCO
- Smartlog is being used for management of compliance
- Kiln being serviced in August 2023 – planned in

Site plans – detailed plans of each building area available – this is an overview



1. Fire Risk Assessment

Question	Yes	No	Comments
Have all areas including unoccupied and hidden areas been assessed for fire hazards?	X		All areas accessed, as far known, including loft spaces of clock tower
Has the risk of fire hazards developing into real fires been assessed?	X		
Have "out of normal" working hours also been fire assessed?	X		Out of school hours and holiday time when groups are renting the site
Have other uses of the building been fire assessed?	X		
Has the fire assessment revealed all potential fire hazards (combustibles too close to ignition sources and deficiencies of existing fire precautions)?	X		
Have those people at risk from the fire hazards been identified and provided for?	X		Pupils, visitors, contractors, staff, residents
Have those people at greatest risk been identified?	X		
Have people at greater risk been adequately provided for?	X		
Are the existing fire precautions adequate to protect against the hazards that cannot be removed or reduced and are they functioning correctly?	X		
Have the findings of the fire risk assessment been documented and are they retrievable?	X		Once the report has been received they will be retrievable
Has everyone in the workplace been informed of the significant findings of the fire assessment?	X		This will be done upon receipt of the report
If required, has remedial action, provision, upgrade, or maintenance been initiated?	X		This will be started upon receipt of the report
Has a person been designated to ensure completion of the remedial control measures?	X		The headmaster and owners

Has a completion date been set for the remedial control measures?		X	This will be done when the report is processed
Has a review of the assessment been done within the last year and is the next review scheduled?	X		An internal review will be scheduled for one year, unless major building works occur
Is the fire assessment reviewed whenever significant changes occur in the workplace?	X		
Is the threat of arson specifically covered in the fire assessment?	X		Due to the nature of educational establishments

Tolerable	X	Moderate		Substantial		Intolerable	
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2. Fire Detection System

Question	Yes	No	Comments
What type of fire alarm system is installed in the premises?			L3 system throughout with some areas L4 – living accommodation L1; with newly installed panels in most buildings. Upgrading to addressable systems
Does everyone know how to operate the fire alarms?	X		
Does everyone know what the fire alarm sounds like?	X		
Is the fire alarm audible throughout the building? Are audibility tests carried out? This is very important if any refurbishment works have taken place.	X		Audibility test completed 21/12/2020 by Fire Safe Services
Is the fire alarm tested by operation every week by a designated member of staff and while the building is occupied?	X		By the Estates Team
Is the fire alarm tested from a different location within the building each week?	X		On rotation by Estates Team

Is the fire alarm serviced quarterly, six monthly and annually by a qualified engineer or in accordance with its design specification?	X		Fire Safe services attended July 2023
Is the fire alarm provided with any unique features and do all staff know these features exist? This could be an alarm receiving centre or pager/mobile phone type system to alert key personnel, it could also be a pre-alarm time for investigation.	X		ARC – through Watch monitoring system. They call list of contacts of alarm activates
Are there control panel repeater panels in other locations in the building, or other buildings on site?	X		Every building has a panel – all connected to central point by reception – system can only be controlled through the building control panels though
Do all staff know what they are expected to do if they hear the alarm sound?	X		Through induction and training
Are visitors informed of what they are expected to do if they hear the fire alarm sound?	X		When they sign on
Are fire alarm tests recorded in a fire precautions logbook? Are these records logical so it can be identified that all MCPs are tested in rotation?	X		Recorded electronically using Smartlog data recording system
Are there any additional items connected to the fire alarm systems, such as door hold open devices or pager alert systems, and are they tested? Who tests them and how?	X		Door hold open device in the kitchen.

Tolerable	X	Moderate		Substantial		Intolerable	
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3. Internal Fire Doors

Question	Yes	No	Comments
Are staff aware of the purpose of fire doors and why they should be kept closed?	X		Covered in e-learning training

Are staff aware of how they can identify a fire door?	X		Identify through signage but some of the internal doors are not appropriate fire door assemblies
Is the function of fire doors covered in staff training sessions?	X		
Is appropriate action taken to prevent the misuse of fire doors? Wedges.	X		No fire doors were seen propped open
Are staff instructed to close all doors not on door closers they pass through during an evacuation?	X		
Are fire marshals aware of the safest method of opening a door during a sweep of their area?	X		Via the training every three years
Do all internal fire door assemblies meet the appropriate criteria with three hinges, door closer, signage, intumescent strips, smoke seals, closely fitting etc (where applicable)?	X	X	Some are, some are not, program in place for replacing them over the next few years

Tolerable		Moderate	X	Substantial		Intolerable	
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4. Escape Routes

Question	Yes	No	Comments
Are staff instructed not to place combustible storage or other articles in corridors which have escape in one direction only?	X		Minimal single direction escape routes
Are staff instructed not to place any storage or other articles in a corridor with escape in more than one direction, where this would reduce the corridor width to less than 1000mm?	X		
Are very long corridors subdivided into equal parts by doors that are capable of preventing the passage of smoke? This distance should be no more than 12 metres.	X		Appropriate
Are there two directions of escape from all areas of the building? This would not include offices or bedrooms, but the corridor exits.	X		

Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?	X		
Where there is more than one direction of escape are these escape routes separated from each other by fire resisting construction, and or fire doors? For large open plan industrial or storage areas this is not applicable.	X		
Do all escape routes lead to a place of safety at least 50m away from the building and, in the event that this is not possible, not closer than 18m from the building?	X		
Where it would be reasonable to expect escape routes to be used by people with limited mobility, are the associated corridors on the route not less than 1200mm wide and door openings not less than 800mm wide?	X		
Do the escape routes for the premises lead as direct as possible to a place of safety?	X		
Where escape routes are provided for the escape of up to 40 people per minute, are associated doorway openings not less than 750mm, & not less than 1000mm where escape is provided for >40 but <80 people per minute?	X		
Are escape route widths provided for more than 80 people per min calculated on the basis 1000mm + 75mm for every 15 people over 80?	X		
Do routine housekeeping measures ensure that there are no obstructions on the escape route internally or externally?	X		
Are staff instructed not to place combustible storage or other articles in staircase enclosures?	X		
Where an escape route from an inner room passes through an access room, is an early warning of fire provided by means of vision panels or smoke detection?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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5. Final Fire Exit Doors

Question	Yes	No	Comments
Are staff aware of the difference between fire doors and exit doors?	X		
Do fire doors and exit doors open in the direction of escape?	X		
Do exits have signs indicating their location?	X		
Do exits have sufficient lighting?	X		
Do exits remain unobstructed inside and out?	X		
Are exits opened regularly to check their serviceability?	X		
Are all staff aware of the location of all the exits in their workplace?	X		
Are staff aware of the method of operation of all emergency fastenings fitted to exits?	X		
Is there one (single) simple emergency fastening on each fire exit?	X		
Can all final fire exits be accessed and opened easily (no door swelling, jamming, blockages etc)?	X		The final exit from the Admin office should be replaced with an appropriate fire door



6. Fire Exit Signs

Question	Yes	No	Comments
Do all fire exit signs conform to current British and European Standards and display a running person?	X		A mix of signage of both standards across the site – can be understood easily
Can exit signs indicating the way out be seen from all locations within the workplace?	X	X	Some areas in the pre-prep require additional signage – consider sign survey

Are exit signs illuminated sufficiently where ambient light levels are low?	X		
Do exit signs include directional arrows where appropriate?	X		
Are the routes the signage directs to safe? Not directing back through buildings, past high hazard areas, through unmanaged traffic areas etc.	X		
Are alternate exit routes signed? This is not a requirement but best practice.	X		

Tolerable		Moderate	X	Substantial		Intolerable	
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7. Fire Action Notices

Question	Yes	No	Comments
Are fire action notices displayed adjacent to fire alarm call points?	X		Really good information on site
Are fire action notices displayed on notice boards and in common areas?	X		
Are fire action notices displayed in employee areas?	X		
Do fire action notices include instruction on what to do when discovering a fire?	X		
Do fire action notices include instruction on what to do when hearing the fire alarm sound?	X		
Does the fire routine notice include instruction on calling the fire service?	X		
Does the fire routine notice include information regarding the location of the assembly point?	X		
Does the fire routine notice include specific instruction regarding actions not permitted during an evacuation?	X		

Have specific fire routine notices been considered for key staff?	X		
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Tolerable		Moderate	X	Substantial		Intolerable	
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8. Fire Resistance

Question	Yes	No	Comments
Are areas of high risk enclosed in fire resisting construction?	X	X	In the English and Prep arm of the central building, where the heating pipework has been installed between the classrooms, there has been no fire stopping where it passes through the walls. In the Mundell building, in the first floor boiler room there are holes into the roof void where equipment has been removed and these have not been sealed
Where only a single staircase exists in a building, it is enclosed in fire resisting construction?	X		By the staff room area and the headteachers flat
Where more than one staircase exists, are they separated from each other by fire resisting construction?	X		In all the other buildings
Are service openings in floors and walls 'stopped' with fire resisting material, including openings that may be above 'false ceilings' and below 'false floors'?		X	Not all penetrations have been sealed
If there has been firestopping in the compartments, is the material suitable such as mastic or batt, or unsuitable such as firefoam?			NA no fire stopping materials have been used except fire board in the mains electrical intake room behind the prep building – no intumescent mastic
Are there any firestopping records where competent contractors have been onsite filling gaps and openings?		X	
Is there a management system in place to monitor additional works involved in installing services? This must include IT services.		X	

Is there external cladding to the premises, what material is the cladding made from, and is this cladding fire resistant?	X	X	Only cladding to the Mundell Building which is treated timber panelling – no other construction detail available
Are there service openings in the exterior of the building which may cause fire spread between floors (such as waste pipes and extraction vents)?		X	
Are there service openings in the exterior of the building which open directly onto the escape routes from the premises?		X	
Is there other material external to the premises which could cause fire spread or additional fire loading?		X	

Tolerable		Moderate		Substantial	X	Intolerable	
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9. Travel Distance

Question	Yes	No	Comments
Industrial / Storage / Non-residential Higher hazard – Is the travel distance from a dead end to an exit less than 12 metres?	X		All travel distances appropriate
Industrial / Storage / Non-residential Normal hazard – Is the travel distance from a dead end to an exit less than 25 metres?	X		
Residential / Institutional / Plant rooms / areas of high hazard – Is the travel distance from a dead end to an exit less than 9 metres?	X		
Offices / Shops / Commercial – Is the travel distance from a dead end to an exit less than 18 metres?	X		
Industrial / Storage / Non-residential Higher hazard – Is the travel distance from an area with more than one escape route to an exit less than 25 metres?	X		

Industrial / Storage / Non-residential Normal hazard – Is the travel distance from an area with more than one escape route to an exit less than 45 metres?	X		
Residential / Institutional / Plant rooms / areas of high hazard – Is the travel distance from an area with more than one escape route to an exit less than 18 metres?	X		
Offices / Shops / Commercial – Is the travel distance from an area with more than one escape route to an exit to an exit less than 45 metres?	X		
Other areas not listed – are all travel distances acceptable as listed in table 2 in B1 of the AD(B) document?			NA building not fire engineered

Tolerable	X	Moderate		Substantial		Intolerable	
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10. Emergency Lighting

Question	Yes	No	Comments
Is there adequate light to enable the escape routes to be used safely at all times when the building is occupied, including during winter months, evenings, nights and in the event of power failure?	X		Site has good lighting in all areas
Is there provision of emergency lighting in areas within the workplace that has no natural light or borrowed light, and from which staff may be expected to escape from or pass through in the event of fire evacuation?	X		Good emergency lighting throughout now including new installations in some areas of the school in the last 12 months
Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?	X		Mostly borrowed light, but some external on different circuits
Is the emergency lighting system tested by operation every month by a designated member of staff?	X		Monthly tests by the Estates Manager

Does a qualified engineer test the emergency lighting system annually, or as appropriate, in accordance with the system design specification?	X		Elektra electricians carry out the three-hour test annually – July 2023
Are emergency lighting tests recorded in a fire precautions logbook?	X		On Smartlog

Tolerable	X	Moderate		Substantial		Intolerable	
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11. Electrical Equipment

Question	Yes	No	Comments
Is portable electrical equipment maintained in a satisfactory condition?	X		
Is it regularly tested to prove electrical safety? There is no legal schedule, but it should be tested at some point to prove it is safe.	X		April 2023 and fully satisfactory
Is there a policy regarding employees bringing their own electrical equipment to work	X		
Is the use of extension leads and multi point adaptors kept to a minimum? This includes block adaptors.	X		Only room with a real concern is the upper art room
Are cables and flexes run in safe positions where they will not be damaged	X		
Is electrical installation wiring inspected periodically by a competent person	X		Rolling programme – all areas currently satisfactory
Is there lightning protection and if so is it maintained to BS EN 62305 annually?	X		Tested Dec 2022 J Lacey Steeplejacks – no issues – cert seen

Tolerable		Moderate	X	Substantial		Intolerable	
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12. Fire Extinguishers

Question	Yes	No	Comments
Is there are policy relating to the location and layout of the fire extinguishers on site?	X		As per British Standard
Are the fire extinguishers the correct type for the fire hazards found in the workplace? Residential and educational premises should only have dry powder type in secure areas of hazard in case of accidental discharge.	X		All seen were suitable – some secure hazard areas had dry powder
Are there sufficient number of fire extinguishers in the workplace in relation to its size and the nature of the fire hazards present?	X		
Are fire extinguishers in safe and conspicuous locations in the workplace?	X		
Are fire extinguisher locations clearly identified with appropriate signs?	X		
Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands)?	X	X	At least one requires mounting
Are fire extinguishers colour-coded in accordance with current British and European Standards? Polished chrome is acceptable as long as this is the only type, or they are in specific areas all staff are aware of.	X		All red
Is there a plan / schedule / asset list of the locations of all extinguishers on site?	X		
Are staff aware that they are not to put themselves at risk when using a fire extinguisher?	X		
Are staff aware that they must raise the fire alarm first before they attempt to use a fire extinguisher?	X		
Does a competent person annually service all fire extinguishers in the workplace? Who and when?	X		Beta – serviced in May 2023 – cert seen

Where fire suppression and extinguishing systems other than fire extinguishers are installed in the building, what are these systems, are these systems regularly serviced and maintained, and are staff familiar with their operation?			NA
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Tolerable		Moderate	X	Substantial		Intolerable	
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13. Fire Training & Awareness

Question	Yes	No	Comments
Do staff receive fire training as part of their initial induction when employed?	X		Full induction
Do staff receive regular fire training? This is generally taken to be a maximum of every three years.	X		e-learning training
Does staff fire training include instruction on what to do if a fire is discovered and how to raise the alarm?	X		
Does staff fire training include instruction on what to do if the fire alarm sounds?	X		
Does staff fire training include instruction on the selection and use of fire extinguishers?	X		
Does staff fire training include instruction on the location and safe use of assembly points?	X		
Does staff fire training include instruction on the purpose of fire doors and their correct use?	X		
Does staff training include instruction on the means of escape from the building and maintenance of the escape routes?	X		
Does staff fire training include instruction on their specific role within the fire procedure?	X		
Does staff fire training include instruction on how staff and visitors will be accounted for?	X		

Does staff fire training include instruction on the emergency provision for persons with additional needs and requirements and how they will be assisted during a fire evacuation?	X		
Does the fire training include instruction for staff with a specialist role within the fire procedure?	X		Fire marshals have greater level of training normally send to St Johns for individual training
Does staff training include instruction on how the fire service will be called and by whom?	X		
Does staff training include instruction on the 'significant findings' of the fire risk assessment?	X		
Does staff training include instruction on good housekeeping and fire prevention?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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14. Fire Drills

Question	Yes	No	Comments
Are fire drills conducted every term?			Every term – records for each seen, last was July 2023
Where night work is undertaken, do members of night staff receive fire drills in the hours of darkness?			NA
Where shift work is undertaken, do shift workers on every shift receive fire drills?			NA
Are staff informed what day and what time the fire drills will take place?		X	Only for the first practice so everyone knows what to do
Are fire drills conducted based on the assumption that one of the exits may be unusable due to a fire, and is this assumption simulated in the fire drills by prohibiting the use of an exit (different exit for every drill conducted, in rotation)?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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15. Fire Marshalls and Accounting for Personnel

Question	Yes	No	Comments
Are fire marshals designated to clear personnel from the building during an evacuation?	X		Rolling training carried out as people leave and join – all within three years
Is there a sufficient number of fire marshals designated to cover the whole building?	X		
Are the areas that fire marshals are allocated restricted in size so that they will take no longer than 60 seconds to clear (sweep)?	X		Set areas for all fire marshals listed in the H&S policy
Are fire marshals provided with a distinctive means of identification (armband, coloured bib, reflective clothing, or bump-hat etc.)?	X		Hi Viz vest, fire marshal kit, and two-way radio
Are fire marshals aware that they should report their 'sweep' status to their incident controller/coordinator?	X		
Are fire marshals instructed that they should avoid smoky areas?	X		
Are fire marshals instructed that they should exercise caution when passing through doors when they are unable to see whether the area they are accessing is clear of fire and smoke?	X		
Are fire marshals aware that they should report the presence of visitors that require additional aid in evacuation that enter their allocated area and, where appropriate, take action in accordance with their workplace PEEPs and GEEPs?	X		
Is there a deputy fire marshal designated for every fire marshal to ensure that the role is covered during absences?	X		
Are fire marshals aware of the vital role they play within the workplace in a non-emergency capacity (fire prevention, staff training and fire drills)?	X		
Are the limitations of using a roll call as a sole means of accounting for people understood?	X		

Are the benefits of using a physical check (sweep) to clear the building understood?	X		
Are fire marshals aware that they should pass on all relevant information regarding missing persons and potential hazards to fire-fighters?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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16. Visitors

Question	Yes	No	Comments
Are visitors required to register their attendance upon arrival at the workplace?	X		
Are visitors issued with a pass that includes details of the fire procedure?	X		There is a leaflet for visitors to read and it is covered on the sign in tablet including plans of the site with assembly point location
Are visitors asked to confirm their understanding of the fire procedure?	X		
Is a host allocated to visitors in order that their whereabouts within the workplace may be tracked and confirmed in the event of an evacuation?	X		For safeguarding purposes
In the event of a fire evacuation, are visitors accounted for by means of a physical check of the building, in addition to a check of the visitor register?	X		
Do visitors have their access restricted to specific, designated areas of the workplace?	X		For safeguarding
Is evacuation of, and accounting for, visitors specifically detailed in the fire procedure?	X		In both the H&S policy and the fire safety policy
Is the evacuation of visitors practiced during the fire drills?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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17. Contractors

Question	Yes	No	Comments
Are contractors adequately managed in the workplace?	X		Most contractors are historical contractors who have been on site for a number of years and are trusted along with appropriate work checks over time
Does a defined policy relating to contractor fire safety exist in the workplace?	X		
Is there a mechanism for the exchange of fire safety information and procedures between contractors and site occupiers/employers?	X		
Where appropriate, is a 'hot working permit' system in operation?	X		Permit to work system discussed in H&S policy – rarely required
When it is safe to do so, are staff encouraged to check work areas for fire safety, after contractors have left?	X		
Are 'contracted works' carried out in the workplace assessed in relation to their impact on the existing fire safety arrangements?	X		
Are contractors specifically covered in the workplace fire risk assessment?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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18. People with Additional Needs

Question	Yes	No	Comments
Are there any PEEPs or GEEPs written for use with employees or visitors? Who goes through the process with the person who uses this?	X		Temporary PEEPs will be created for the staff and pupils who require them – currently none
Can all people on site be adequately warned of fire in the workplace? Beacons, vibrating pads,	X		

Can all people on site be safely evacuated in the event of fire? There may be procedures involving temporary refuges as part of the PEEPs or GEEPs	X		
Can all people on site be accounted for in the event of fire? How do they know who is in a temporary refuge?	X		Will be covered in the PEEP
If procedures are for people to be located in temporary refuges, are there buddies with them or is there communicational equipment for them to use?	X		NA no one would be left in a refuge
Does the fire safety policy cover people with additional needs, including PEEPs and GEEPs?	X		
Are staff aware of the fire procedure relating to people with additional needs and their role in it? This is related to the PEEPs and GEEPs and additional equipment on site.	X		
How are the staff who will assist in PEEPs and GEEPs communicated with to know where people are located in refuges or who need assistance in evacuating?	X		No one left in refuges – staff who teach the pupils with PEEPs are aware
Where special arrangements and/or equipment have been provided, are staff adequately trained in their use? Is this training then practiced i.e. use of evac chairs.	X		Arrangements yes. No equipment provided

Tolerable	X	Moderate		Substantial		Intolerable	
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19. Calling the Fire Service

Question	Yes	No	Comments
Are the fire service called immediately the fire alarm is sounded and a fire confirmed?	X		The Alarm receiving centre (ARC) calls the three names on the list in order to check to see if there is a fire and they need to contact the Fire and Rescue Service – the Estates manager, the headmaster, then the owner. If no one answers they will call the Fire Service

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Is a delay calling the fire service to allow for an investigation of the alarm activation been formally agreed with the fire service and has this course of action been covered in the fire risk assessment?	X		If the ARC contacts a member of the list, they then investigate whether the Fire and Rescue Service are needed, or it is an accidental activation
Are there facilities, either inside or outside the workplace, for calling the fire service?	X		Back up calls would be made by mobile
Is there a specifically designated person who will call the fire service in the event of a fire and is a deputy designated to cover in the event of their absence?		X	One of the Executive Leadership Team
Where an automatic means of calling the fire service is used, has a person been designated to make a manual call as a back-up in case of malfunction?		X	As above
Is the location from which an emergency call will be made, relatively safe or protected with fire resisting construction?	X		Outside

Tolerable	X	Moderate		Substantial		Intolerable	
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20. Assembly Points

Question	Yes	No	Comments
Is the fire assembly point located in a safe place?	X		On the sports field or in the car park by the flags
Are the routes to the assembly point safe?	X		
Is the assembly point provided with sufficient lighting?	X		
Has the provision of shelter at the assembly point been considered?		X	Decided impractical as on the school field
Is the assembly point at least 50m from the building (where not 50m not closer 18 m)?	X		

Has an alternative assembly point been designated as a contingency in case a fire event escalates?	X		On the sports field behind the adventure play area on the other sports field
Are staff familiar with the location of and route to the assembly point?	X		
Is there provision for visitors to be informed of the location and route to the assembly point?	X		

Tolerable	X	Moderate		Substantial		Intolerable	
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21. Highly Flammable or Explosive Materials

Question	Yes	No	Comments
Are large quantities of highly flammable or explosive materials stored in the premises?			<p>Two gas tanks for heating and cooking are on site, along with three biomass boilers and the wood pellets to fuel them – the biomass boilers are monitored by the installers from offsite to manage and maintain levels of fuel and keep an eye on when they need to empty ash</p> <p>LPG fuel tank by the waste bin area</p> <p>No school chemistry chemicals as pupils too young</p>
Are large quantities of highly flammable or explosive materials used in the premises?			
Are there flammable materials that are volatile at normal ambient temperatures stored or used in the premises?			
Do highly flammable liquids stored or used in the premises have low flash points?			
Are highly flammable or explosive materials stored or used in the premises reactive?			
Do materials stored or used in the premises have oxidising properties?			

Tolerable	X	Moderate		Substantial		Intolerable	
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22. Highly Flammable or Explosive Materials, Other Issues

Question	Yes	No	Comments
Are quantities of highly flammable or explosive material introduced into the premises from bulk storage at any given time sufficient to enable only a single day's work to take place?	X		The three biomass boilers are away from all other buildings and the storage is monitored from offsite
Has consultation with specialists and Enforcing Authorities been undertaken regarding the storage and use of highly flammable or explosive materials?	X		The local Fire and Rescue Service are aware of the boilers
Have both general and fire risk assessments been undertaken in respect of the storage and use of highly flammable or explosive materials?	X		Risk assessments and procedures have been written for the boiler storage – reviewed annually

Tolerable	X	Moderate		Substantial		Intolerable	
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23. Hazards to Fire Fighters

Question	Yes	No	Comments
Are there hazardous substances in the workplace that would be a danger to fire-fighters attending an incident?	X		Potentially the wood pellets in the biomass boilers
Are there hazardous processes or machinery in your workplace that would be a danger to fire-fighters attending an incident?		X	
Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?		X	
Are there circumstances relating to the use of your workplace that could constitute a hazard to fire-fighters attending an incident?		X	

Tolerable	X	Moderate		Substantial		Intolerable	
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24. Information for the Fire Service

Question	Yes	No	Comments
Are details relating to the location and isolation of the mains electricity supply available to the fire service?	X		Due to the staff living on site
Are details relating to the location and isolation of the mains gas supply available to the fire service?			N/A no mains gas on site but knowledge of the gas tanks on site and switch of valves for them
Are details relating to the location, operation and isolation of the heating ventilation and air conditioning systems available to the fire service?	X		Via the residential staff
Are details relating to the fire alarm control panel location, operation, and isolation, available to the fire service?	X		Via the residential staff
Are details relating to the location, operation, and isolation of hazardous processes available to the fire service?	X		Via the residential staff
Is the personnel accounting method used capable of providing accurate information to the fire service in relation to persons that may still be in the building upon their arrival?	X		Via register and sweep should get everyone
Are details relating to the location of emergency facilities available to the fire service upon their arrival (on-site hydrants, dry riser inlet, foam inlet, over-ride switches, fire-fighting lifts, sprinkler stop valves, emergency water tanks or reservoirs etc.)?	X		Via the residential staff, although regular familiarisation visits by the local Fire and Rescue Service
Are details relating to the fire procedure and specialist roles within it available to the fire service?	X		
Is a line drawing of the building available to the fire service, detailing the location of all the fire precautions, access, and egress points, including any hazards relating to the structure, its contents, and its use?	X		Accurate plans for the site have been created

Tolerable	X	Moderate		Substantial		Intolerable	
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Appendix 1 – Photographic Evidence



Figure 01
The location of poor fire compartmentation in the theatre



Figure 02
The fire foam that is not tested for that location



Figure 03
The cable in the prep school store cupboard



Figure 04
The prep school library with the blocked fire exit



Figure 05
The fire exit without a thumbturn on the inside



Figure 06
The location of the door which requires an internal thumbturn