

Fire Risk Assessment



Carried out on behalf of

Hazelwood School

On the

21 Oct 2025

By

Ian Meares AIFireE

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FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out. The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address Hazelwood School Wolfs Hill Limpsfield Oxted Surrey RH8 0QU		Building Id 10044704 Assessment Id 10134602
Responsible Person Hazelwood School Governing Body		
Article 5(3) Persons Lindie Loaw (Head Teacher)		
Telephone 07834 808554		
Email estman@hazelwoodschool.com		

This Risk Assessment was carried out on 21 Oct 2025 and the assessor has stated that this building cannot be below Medium risk.

Building Details:	
Assessor:	Ian Meares AIFireE
Checked By:	Ian Meares Date: 04/11/2025
Validated By:	Khorram Khokhar Date: 12/11/2025
Area:	100,000
Number of floors:	3
Occupied floors:	3
Number of occupants:	580
Is customer LandLord?:	Yes
Type of alarm:	Category L2 System

Live Fire Log Book	Next Due Date
Risk Assessment	21/10/2026
Fire Drill	30/01/2026
Fire extinguisher maintenance:	28/02/2026
Fire Safety Training	Held on Client Matrix
Fire Marshal Training	Held on Client Matrix
Fire Alarm Service	28/02/2026
Emergency Lighting Service	28/02/2026

Description of Property

Hazelwood School is an independent, co-educational preparatory school for pupils aged 5 to 13 years of age. The school was originally operated from a purpose-built Victorian property ('Main Building') within its 10-hectare site and has expanded over the years to its present size, which comprises of twelve key buildings, which are the subject of this fire risk assessment. It should be noted that pupil and staff numbers cited for each building are approximate and reflect maximum occupancy scenarios.

Main Building: (Approximate total internal area = 750m²)

A detached, three-storey and basement (once the coal cellar and boiler room) Victorian property constructed in 1890 and incorporating brick elevations under a pitched, tiled roof with both suspended timber and concrete floors. Structural walls are block/brick construction.

The property is mixed-use and provides both classroom, administrative, and staff/pupil toilet facilities along with three residential flats located at its western extent on the first and second floors.

Ground floor has five entrances around its perimeter giving access to a central corridor with various offices, a Large room known as 'The Old Hall', Staff Room, a 'Parcel Room' once the main entrance, the head teachers area (not accessed due to half term) access to the northern area with further offices, staircase to first and second floor flats, separate entrance, basement, central protected staircase and the new SEND area (converted from an open space to the Eastern side of the building in Easter 2024) within the ground floor has been constructed using stud and plasterboard between the concrete floor and suspended ceiling. Part of which is the escape corridor from the base of the middle staircase to the final exit. This area should be at least 30-minute fire-rated. Glass panels within the wall and doors (no fire rating, two hinges, and no self-closer) within the walls on either side (office and Send room) do not meet the 30-minute fire rating. The walls themselves should extend beyond the suspended ceiling tiles to the floor above to give the corridor its full protected route.

First floor:

From the central protected staircase, is access to the 'Matrons Room', 4 classrooms, offices, staff rooms, storage areas, staff toilet facilities, a small laundry (matrons use), and other rooms are off a central corridor.

Means of escape:

Ground floor - All offices and rooms on the ground floor open onto a corridor and have access to five final exit doors.

The Send area has access to the main central corridor or its own final exit to the eastern flank.

First floor - From the central corridor, there is access to two staircases, which are located either centrally, from ground to first, or the western flank (which is accessed from the Head Teacher's area via a cross corridor door).

At the time of the assessment, the first-floor flat was undergoing transformation and being divided up. The first-floor flat once had two means of escape, but the flat has now been divided into a one-bed flat and three offices. The offices will have access from the central school side staircase. The flat is accessed from the northernmost staircase.

The flats on the first and second floor have a single travel direction to the ground floor, then alternative exits, one along its own corridor passing various offices, boiler room, maintenance office, and storage areas to a final exit, and one route through to the base of the other centrally located staircase and into the school, ground floor corridor.

Alternate escape routes are also provided from the three staff flats via attic routes (Head and 2nd Floor Caretakers Flat).

All doors have simple opening devices, twist latch or a push bar. All electronically locked access doors fail-safe on power failure/system error and unlock on AFD actuation, as per BS727. Manual override buttons are situated on the escape side.

The property would typically accommodate up to 12 staff and 60 pupils.

Baily Building (Approximate total internal area = 1000m²)

A three-storey building located on a sloped site and constructed in 2016 to modern standards. The Baily Building incorporates a concrete frame with a steel-framed, barrel roof. External elevations are a mix of timber cladding with rendered block and glazed panels. The building provides 16 classrooms, a library, a double-height 450-seat auditorium, and ancillary areas including WCs, plant, and store rooms.

Two-way travel escape routes are provided from all areas with two internal staircases and an external staircase incorporating a refuge point.

Classrooms on the lower ground floor each incorporate final exit doors that discharge onto the western side of the building. The internal entrance to

the Bawtree Room is supplemented by two, double-width final exits. The ground floor main entrance is supplemented by three additional exits leading respectively from the library and the classroom link corridor. The staircase at the southern extent of the property connects all three storeys and incorporates a final exit door at the lower ground level. A passenger lift is provided, linking all three storeys, and there is a disabled lift adjacent to the Bawtree Room. The property would normally accommodate up to 21 staff and 210 pupils.

The Bawtree Room has a seating capacity for 450 with a possible 120 pupils performing (musical/choir/play).

Over the past year, a Timber 'Wellness' Lodge has been built on the southern side of the Bailey Building, measuring 10 x 3m.

Dining Hall (Approximate total internal area = 600m²)

A two-storey property, originally constructed in the early 1970s and incorporating a steel frame with timber and tile-clad elevations under a flat roof structure. The property provides a large communal dining hall with a full commercial kitchen incorporating electric ovens, a six-ring gas hob, grill, and deep fat fryers, Microwave ovens, and toasters. Above the cooking area is an 'Ansul' system. The kitchen also contains an office, walk-in fridge/freezers, and a dry store. The Design and Technology room and Food Technology room are also located on the ground floor, with the latter having small cooking appliances, including convection hobs. Three classrooms are provided on the first floor, with an alternate route of egress from this storey provided in the form of an external wooden staircase. The main dining hall provides two double-width and two single-width final exits, with alternative routes of egress also provided, respectively from the kitchen. The property would typically accommodate up to 36 staff and 180 pupils.

Centenary Music School, Theatre and Chapel (Approximate total internal area = 900m²)

A two-storey property commissioned in 1999 and incorporating a steel frame with both brick and profiled steel panelled elevations under a pitched, tiled roof. The building lies on a sloped site and provides a theatre with tiered seating for up to 180 persons. A light/sound room and plant room lie behind the seating area, with a two-storey props store adjoining the stage. There is a double-width internal exit leading from the theatre into the reception lobby and two single-width doors (stage left) that lead out onto a 1m staircase and an 850mm final exit door. Due to the final exit doors size, the theatre has been reduced to a maximum of 110 persons which can be split to accommodate persons within the auditorium and stage presence.

The lower ground storey is largely utilised as a chapel with four music practice rooms and a plant room also provided on this storey. The floors are interlinked by two staircases providing two-way travel escape routes.

The chapel is also limited to 110 persons in attendance due to the final escape door size.

Ruth Bourne (Formerly Chestnut building) (Approximate total internal area = 600m²)

A single-storey building incorporating brick elevations under a pitched, tiled roof with internal walls of stud-wall plasterboard construction. The property has been recently reconfigured and now provides seven classrooms and WC facilities. The open assembly hall, open cloakrooms, and kitchen have been removed. The Hall is now a large classroom, and the kitchen is a cloakroom. Two-way travel escape is provided from each of the classrooms, incorporating final exit doors, and three additional double-width exits are provided from the large classroom and two exits from the linked corridor. The Ruth Bourne building would typically accommodate up to 7 staff and 140 pupils.

Willow Building & Sports Hall (Approximate total internal area = 600 [Willow] and 500 [Sports Hall])

The two-storey Willow Building was opened in November 1990 with the adjoining sports hall incorporating a viewing gallery and lower ground changing rooms, added as an extension in October 2004. The building is traditionally constructed and incorporates brick elevations under a pitched, tiled roof with supporting walls of block construction. The Willow Building provides classrooms, science labs, and an ICT suite over two stories, adjoining both sides of a central corridor leading to staircases at each end. The IT support department and the school's servers have also been relocated to the first floor of this building. A single passenger lift is provided. The sports hall provides alternate routes of egress in the form of two, double-width exits discharging directly to the open air at its northern side. Two further double-width exits lead to the relative safety of each of the staircase lobbies, from where occupants can reach additional final exit doors. The viewing gallery provides two routes of egress via doors that respectively discharge into each staircase. Male and female changing rooms are provided at the lower ground level, with these laid out on either side of a corridor linking the internal staircase to a final exit door at the western side of the property. Additional changing rooms on the ground floor of this property incorporate final exit doors which discharge onto its southern side. The building would typically accommodate up to 15 staff and 225 pupils.

Acorn Building

A two-storey, mixed-use residential building with an adjoining, single-storey dance studio, changing room facilities, and a school uniform shop. The property incorporates brick and part-tiled elevations under a pitched, tiled roof with internal walls of both block and plasterboard construction. The residential parts of this property provide a single flat on each storey, with both of these accessed via a communal staircase, which provides the sole route of egress from each. There is also the school shop entrance on the ground floor level, which has an alternative exit into the dance hall lobby entrance. No access was provided to the flats in this property. The dance studio has independent access via a door to the rear, which leads into a lobby, adjoining which are the school shop, changing rooms, and WC facilities. A double-width final exit door is provided from the dance studio. The building would typically accommodate up to 2 staff and 10 pupils, and 2 staff in the shop.

Oak Cottage

A two-storey residential building incorporating brick and part-tiled elevations under a pitched, tiled roof with internal walls appearing to be primarily block construction. The property provides three residential flats, two of which are accessed by a communal, ground-floor corridor. The third flat has independent access via a door that leads directly to the open air. One of the flats occupies the entire first-floor area, and the staircase, accordingly, lies within this dwelling. At the time of the assessment, there were 2 adults and one child occupying the first-floor flat, and one person in each of the ground-floor dwellings.

Swimming Pool: Approximately 10m away from the sports hall on sloping ground.

A single-storey structure which is largely an aluminium frame with clear polycarbonate sheet roofing and uPVC glazed elevations. The building provides an open pool area with adjoining changing rooms and an access lobby to the rear. A small boiler/plant room lies to the rear, and two cupboards for the water filtration liquids/dry agents are also within a segregated lobby. The sliding glazed panels around the pool provide multiple egress routes from this area.

Groundsman's Workshop: approximately 30m away from the nearest main school building.

A single-storey, steel-clad property approximately 15m x 5m with a single internal office area. The workshop is used to store and service various power tools and vehicles, and provides a secondary exit to the rear. Typical occupancy levels would be <6 persons.

The Naismith Pavilion: approximately 80m away from the nearest school building on sloping ground.

A single-storey open-plan timber structure with a kitchenette (tea/coffee making facilities), recently upgraded with sliding doors, and offers a place for parents to sit whilst children use the Football, Hockey, and cricket facilities.

Alarm system:

Within the main school buildings and residential flats is an automatic, non-addressable fire detection & alarm system. The system appears to comply with the recommendations of BS5839-1 Category L2. The system is monitored by an Alarm Receiving Centre (Churches). The fire alarms within each building are tested weekly and serviced at intervals not exceeding 6 months. The main alarm panel is located in the 'Main School Building' with 'Slave' panels located in the main lobbies of The Baily Building, The Dining Hall Building, The Centenary Music School, Theatre and Chapel, Willow and Sports Hall, Ruth Bourne building, and communal areas of Acorn (and dance studio) and Oak buildings.

Early detection and warning is provided in the form of the fire alarm system with Smoke/Heat detection in most escape routes, rooms off of escape routes, and rooms of high risk (plant rooms). In addition, the area of flats seen are fitted with smoke detection at least in the hallway. (Information received from the caretaker stated that detection was in every room of his flat.)

The theatre has beam detection in the auditorium with smoke detection above the stage.

Due to the ground-floor corridor being built within the main building, detection has not been added to this area.

It is unclear where the detection will be placed within the altered flat-to-offices area of the Main building.

Manual call points are located at the exit and on each floor.

Some classrooms within the 'Willow' Building do not have any detection. This is probably due to the ceiling being 'Artex' covered. This building is reliant on having trunking and conduit to run its cables.

The timber Wellbeing Lodge has neither any fire detection nor a sounder. Due to its close proximity to the Bailey building, it is recommended that both are added to the lodge.

The groundsman's hut has a standalone grade F smoke detector in the office and a manual standalone battery call point.

The Swimming Pool, changing rooms and The Pavilion have no detection.

Emergency Lighting:
It would appear that the emergency lighting is installed in general compliance with the recommendations of BS5266-1. The emergency lighting is function tested on a monthly basis and maintained on an annual basis.

Means of Escape:
All the buildings are provided with reasonable means of escape in case of fire. There is adequate escape routes provided, taking into consideration the building sizes, occupancy any operations. All exits have the facility to be suitably secured and were easily operable at the time of assessment.

Ventilation:
Ventilation can be managed via windows and doors within the buildings. There is no Automatic Opening Ventilation.

The ventilation ductwork for each flat appears to vent externally to the building and there does not appear to be any shared ventilation ductwork.

This is a Non-invasive Fire Risk Assessment of the premises known as Hazelwood School. Access was given to all buildings and cupboards and escape routes around the school. There was no access to the head teachers flat and accompanying office area. Head teacher restricts this area in half-term.



This Risk Assessment was carried out on 21 Oct 2025 and this property was considered a Medium risk property.

1	30	0
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

No recent fire related incidents declared.

Risk Assessors Summary

The fire risk assessment was conducted using a suite of documents, where appropriate, including British Standards, Approved Document B of the Building Regulations, HM Government Guide to Fire Safety Risk Assessment Educational Premises, Building Bulletin 100, and HM Government Guide to Fire Safety Risk Assessment in Sleeping Accommodation.

Building Safety Act 2022, 156 Amendment of Regulatory Reform (Fire Safety) Order 2005:

The responsible person should be aware of new responsibilities they have as the result of new legal provisions within Section 156 of the Building Safety Act 2022, making several amendments to the Regulatory Reform (Fire Safety) Order 2005 (FSO) to improve fire safety in all buildings regulated by the FSO. These new requirements came into force on 1 October 2023.

The responsible person (RP) should ensure that the requirements of Section 156 of the Building Safety Act 2022 have been duly considered and relevant action has been taken to ensure compliance where applicable.

Additional information can be found at: <https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>

Met on-site by Steve Smith, School Caretaker.

Purpose group identified in Approved Document B (2019) Volume 2 Table 0.1 as Assembly and Recreation (5), and in Approved Document B Volume 1 (2019) Table 0.1 as Residential Flat 1a.

Hours of operation:
A caretaker and up to 7 teachers, including the Head Teacher, live within the school grounds.

School: Monday to Friday start - 9.00am. There's a staggered end to the day depending on which year group children are in – Reception to Year 2 end at 3.30pm, Years 3 and 4 end at 4pm and Years 5 to 8 end at 4.30pm
Staff arrive around 7.00am and can leave as late as 7.00pm as required.
Cleaning staff on site from 6.00pm - 8.00pm
Breakfast club is from 07.30am. After-school care until 6.00pm
Occasional evenings (Parents evening, for example).
Saturday and Sunday:
Up to 120 children and parents attend Various clubs (sports and theatre) between 9.00am until 6.00pm.

Occupancy:
The school provides non-residential educational facilities for approximately 460 Pupils aged between 5 and 13 years, with approximately 120 staff based on the premises, distributed as follows. Please note that these are maximum figures per building and will not all be used to the maximum capacity at the same time.
Main Building - 12 Staff - 60 Pupils.
Bailey - 21 Staff - 210 Pupils. The Bawtree Room has a seating capacity for 450 with a possible 120 pupils performing (musical/choir/play).
Centenary Music School, Theatre and Chapel - (school time) 2 Staff - 20 Pupils. (production) 40 participants on stage and 60 audience members. The Chapel holds up to 110 people. Music school up to 60.
Dining Room building - 12 Staff - 120 Pupils. 7 Kitchen staff and 11 cleaners.
Classrooms within the dining room building - 6 Staff - 60 Pupils.
Willow and Sports Hall - 15 staff and up to 225 Pupils (60 in classrooms and 165 using the sports hall).
Ruth Bourne building - 7 Staff - 140 Pupils.
Acorn Building - Dance room - 2 Staff - 10 Pupils. Shop - 2 staff members plus customers. 2 single residents.
Oak Building (residential only) - 4 adults and 1 child.

Use of the premises:
The premises is a purpose-built education facility for 5-13 year-olds with residential accommodation for staff members.
Facilities within the premises, such as sports facilities, The Theatre, and The Bawtree Room are hired to third parties outside of core school hours.
Hirers and third-party users of the school facilities may include individuals with varying degrees of physical, sensory, and/or cognitive disability in line with the general population.
Hazelwood School has responsibilities with respect to the safety of all hirers and third party users of the school.

Persons at risk:
The premises is used as a young person's teaching facility for 5 - 13 year-olds. The students are supervised by members of staff at all times within the working environment. i.e. the classrooms, the halls, and other sporting facilities.
Members of the public may be present, making general enquiries, hiring out the facilities, or viewing.
All school staff are aware and familiar with the premises. Basic fire awareness training (induction and every 3 years) and fire marshal training (every year) are conducted on a regular basis.
At the time of the assessment, lone working was limited to the caretaker who is on site 24/7 (a policy is in place for this event). There were no young persons employed. There are no employees with special needs.
Personal Emergency Evacuation Plans (PEEPs) are provided for any child or staff member who may require one. At the time of this assessment, no children or staff required a PEEP.
There are no third-party employees permanently operating on the site, with all staff directly employed. Visitors and contractors have to sign in and out.
There are permits to work which follow company policy and guidance, including hot work permits.

Outside Contractors:
Fire safety conditions are imposed on outside contractors. Contractors inform the client about any issues that will affect fire safety and provide any risk assessments associated with the work.
The control of external contractors is carried out in accordance with the client's Health and Safety policies and procedures, which include a 'permit to work' scheme, including 'hot work permits' as necessary. No hot works are being carried out or are planned.
The client informs all contractors of the fire safety arrangements in the premises and requires a signature to indicate understanding. Contractors inform the client about any works which will affect Fire Safety in the premises, and a plan of mitigating measures is agreed. All works are inspected once complete to ensure work quality and Fire Safety arrangements have not been breached.
Any contractors who are not familiar with the common parts have a simple means of escape to travel within an acceptable travel distance to a final exit.

Fire Drills:
Fire Evacuation Drills are carried out by the staff at the beginning of each term (3 times a year).

Evacuation procedure:
Simultaneous evacuation:
Upon the sounding of the fire alarm, staff will lead the children, and leave via the nearest safe fire exit to the outside of the building and go to the Fire Assembly Point within the tennis courts in the sports area.
The caretaker or other responsible person in his absence will attend the main panel in the main building. The caretaker will then investigate the cause.
The Fire Alarm Receiving Company (Churches) will contact the caretaker for additional information. On confirmation of a Fire, the Alarm Receiving Company (ARC) will contact the Fire Brigade.
Fire wardens will carry out a sweep of all assigned areas and report back to the senior person at the Assembly Point, who will contact the caretaker via radio.
This method of evacuation is deemed suitable for this premises.
It is also noted that any person discovering a fire will immediately call the Fire Brigade and activate a Manual Call Point.
Electronic door opening: All doors that are electronically opening fail-safe to the open position on activation of the alarm or power failure and are fitted with Manual Type A overrides on the escape side.

Sources of ignition:
Fixed installation of electrical equipment necessary for running the facility is carried out every 5 years. The next test is due in July 2026.
There are numerous computers and associated equipment throughout the whole building that are accessed by the staff and Pupils.
PAT was being carried out at the time of the Assessment.
Portable electric fan heaters.
Staff Offices with a combination of tea/coffee-making facilities and microwave ovens.
A photocopier was observed in the circulation corridor of the Willow Building and the Ruth Bourne Building.
The gas boilers are located in various Plant rooms. Last Gas Safe check for the school site was 02/04/2025.
Commercial Kitchen on the ground floor containing cooking facilities for supplying school dinners, Electric ovens, a six-ring gas hob, and deep fat fryers.
Extraction filters and the surrounding hood are cleaned weekly. A deep clean was carried out on 10/08/2025 on a yearly contract. The cooking facilities are not used for more than 6 hours per day, 5 days per week, so they are compliant under TR/19 guidelines.
Gas desk top taps within the science classroom (Risk Assessment required before each use). Gas shut-off valve adjacent to the classroom entrance.

Gas shut-off valve adjacent to the Plant rooms exit and within the kitchen.
The staff room's 'kitchenette' contains food warming facilities and a fridge.
Reasonable measures are taken to prevent fires as a result of smoking, including a 'No Smoking' policy inside the building.

Lightning protection:

The premises has a lightning protection system installed on the Baily, Sports Hall, Theatre/Chapel, and Main building. This is tested and maintained every 11 months; the last test date was 24/04/2025.

Sources of Oxygen:

There are no additional sources of oxygen within the majority of the school buildings. However, this is sodium hypochlorite within the swimming pool chemical store.
There may be small amounts of oxidising agents within the school laboratory, but this could not be verified at the time of the assessment. However, all laboratory chemicals are within a secure store and managed by the science teaching staff.

Arson:

Arson risks were suitably mitigated with the building perimeters appearing well-managed and clear of any significant fire load.
The school grounds are enclosed by a perimeter fence with pedestrian access controlled via door entry systems employed at building entrances.
Waste bins are retained in a designated compound.
External CCTV cameras were positioned throughout the school, providing a visual deterrent to malicious activity.

Housekeeping:

Housekeeping was generally satisfactory in most areas of the school inspected (including all plant rooms), with a reasonable segregation of combustible materials from ignition sources maintained.
Skips are provided onsite at least three times each year, and excessive waste from classrooms and stores are transferred to these.

Lifts:

Three lifts were provided within the school and are subject to quarterly inspections. The last inspection was carried out on 10/07/2025.

Laundry (main building is the matrons' responsibility).

Tumble dryers were observed in the Main Building and the kitchen. Assessor was informed that filters are cleaned after use, and both devices are PAT tested.

Sources of fuel:

Gas boilers provide the underfloor heating. Gas-fired boilers and water heaters are operated on the premises with a corresponding 'Gas Safe' inspection certificate provided, confirming these were last inspected on 08/09/2025.
Within the office and classrooms are large quantities of class "A" combustible materials such as paper, reference books, textbooks, etc.
The premises contain quantities of furnishings, fixtures & fittings, and items constructed from wood and plastics. These are items that would typically be found within an educational environment. Furnishings appear to be in good condition and compliant in regard to BS7176.
The cleaning cupboard contains a quantity of cleaning chemicals and class-A consumable items, i.e., toilet rolls, and hand towels.
General waste is kept within commercial lidded metal wheelie bins away from the building in a designated area. Waste is cleared by the caretaker/cleaners throughout the day.
Gas and mains electrical cut-off facilities lie within the school's plant room, although the gas supply is also interlinked to the fire alarm system such that it is automatically shut off during a fire emergency.

Compartmentation:

Based on a visual inspection only of easily accessible areas, the key internal compartment walls protecting key escape routes appeared to be in a reasonable state of repair with no obvious defects, damage or other general compartmentation breaches observed at the time of the assessment. Given the two-way travel escape route provision and automatic fire detection arrangements provided in most areas, no significant compartmentation issues that are considered to present a significant life safety threat were identified at the time of the assessment.
However, within the main building, following the 'SEND' areas. The new party walls only extend to the suspended ceiling. The escape route from the central staircase may be compromised. In addition, in a fire situation, Fire and Smoke may travel over the ceiling as there are no Fire barriers.

Fire Doors:

The caretaker carries out an internal Fire Door inspection every month, and any required adjustments are carried out by the on-site maintenance team.
Any doors that require replacement are part of the annual maintenance programme and are ordered as and when required.
Doors within the main building are notional Fire Doors, some of which are close-fitting to the frames. However, some doors have warped or dropped over time, and some have excessive gaps.
Fire doors within the newer buildings are modern FD30s doors, with only minimal work required.

An inspection of all fire doors within the main building and a subsequent program of remedial works by a competent person should be conducted to ensure the physical and operational integrity of each is such that they will perform predictably and fulfil their intended life safety and property protection role in the event of fire. This is particularly important where doors protect staircases or high-risk areas (e.g. kitchens, laundry rooms etc.) or in areas where there are no alternate means of escape. Fire doors should be inspected, repaired or replaced as necessary by a competent person.

Signage:

The fire exit and fire exit directional signage provided within these buildings comply with British Standard 5499-4. In addition, the fire extinguishers display appropriate fire signage, and the fire doors are fitted with 'Fire door keep shut', 'Fire door keep locked' signage. However, most final exit doors lacked "Fire exit keep clear" signs on their external face. Fire exit doors should be externally identified with signs ('Fire Exit Keep Clear') to reduce the likelihood of them being obstructed or blocked.

Fire Alarm System:

The configuration of the Alarm System as a whole did not conform consistently to any one particular BS5839-1 specification, with a generally more comprehensive provision in the newer buildings (e.g. Baily & Theatre Buildings being L2 Category). The passenger lift in the Baily Building is reportedly interlinked to the fire alarm such that it grounds during an emergency. At the time of the assessment, all the fire alarm systems appeared to be in a fully working state with mains power active and no fault conditions indicated.

Residential Flats:

Access was granted to the flat in the main building on the first floor to determine the extent of automatic fire detection within. Detectors were observed in all bedrooms, kitchens, living areas, and link corridors, with this specification reportedly the case in all flats, such that there would be no requirement for separate 'Grade D' systems.

Main Building:

Given the sleeping occupants in the Main Building, the fire alarm system here should be upgraded such that it conforms to a category L2 specification as defined by BS 5839-1 (detection on escape routes, adjoining rooms, and other high-risk areas where a fire may develop unnoticed). At the time of the

assessment, automatic fire detection was not provided in the estate manager's office, the ground-floor office opposite the boiler room, the deputy headteacher's office, and the corridor adjacent to the SEND rooms.

Willow Building

Automatic smoke detection should be provided in the IT support room where electrical equipment may be left powered on for prolonged testing. Similarly, smoke detection should be provided in the server room. In general, the fire alarm in this building should conform to a category L3 specification, being mindful that heat detectors are likely required in the science labs to avoid false alarms.

Fire Fighting Media:

Extinguishers in the school were largely commensurate with the fire class hazards in their respective areas and configured such that their locations were in general accordance with BS 5306 travel distance and siting guidelines. Most extinguisher fire-points were clearly signed, unobstructed and easily accessible at the time of the assessment.

Fire Safety Management:

Fire action notices were augmented by bespoke, location-specific instructions, which were deployed throughout the school.

A documented fire safety procedure is also maintained by the school. The plan was comprehensive and outlined the school's fire safety precautions, the identities and roles of each fire warden and the procedural arrangements in the event of a fire.

Fire safety precautions and procedures are reportedly issued to third-party hirers of the school.

There have been no recent reported records of any vandalism and/or arson attempts in the surrounding area.

Any fire is likely to remain contained and be detected. Should a fire occur and pass the Fire Door smoke logging is possible as well as fire damage.

Any fire spread beyond the building may cause localised property damage due to radiated heat and the products of combustion. Environmental damage is possible. Localised traffic disruption is likely

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		N/A
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		N/A
03 - Members of the Public	Are members of the public present in the premises?	Members of the public are present and the Responsible Person has suitable and sufficient policies and procedures in place.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The width of the final exit is not of sufficient size to discharge the number of occupants present within acceptable time constraints. The Theatre: There is a double-width internal exit leading from the theatre into the reception lobby and two single-width doors (stage left) that lead out onto a 1m wide staircase and an 850mm final exit door.	C	Non_Compliant
05 - Lone Working	Are there areas where relevant persons are isolated?	Lone working takes place, there are suitable and sufficient procedures in place.		Compliant

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There is a lithium charging bank within the maintenance team's office.	NR-46-177-4	Non_Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There are unsafe use of extension leads. The extension lead comes from an understairs cupboard. A wall mounted socket has been provided but not used.	2.0.1	Non_Compliant
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		Compliant
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		Compliant

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		Compliant

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	Fire stopping between compartments is missing and/or poorly installed. 1- Bailey Plant Room, protected staircase and Bawtree Room 2- Main Block, Plant room and staircase to maintenance office. 3- Main Block Laundry room.	E	Non_Compliant

01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	Incorrect Fire Stopping. Standard expanding foam has been used as Fire Stopping.	4.0.NR-48-181-1	Non_Compliant
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The assessor was unable to ascertain that the materials installed within the 'new' walls separating the SEND department and protected corridor are to the required and approved levels of fire resistance. Corridor partitions do not carry up through to the underside of the floor above. The glass within the wall does not seem to be fire rated. The doors within the wall are not FD30s type.	4.0.A	Non_Compliant
02 - Lift Shafts	Are the lifts contained within protected shafts?	The lifts are contained within a protected shaft.		Compliant
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	There are no vertical services and shafts within this building.		N/A
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The installation of cavity barriers is not required or the age of the building predates the requirement.		N/A
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		Compliant
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		Compliant
07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	There was no evidence that the curtains within the theatre have been sufficiently fire proofed.	NR-48-187-5	Non_Compliant

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		N/A
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are single occupancy.		N/A
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		Compliant
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		Compliant
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	Escape from inner rooms is acceptable.		Compliant
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		Compliant
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		Compliant
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	The external stairways are sufficiently protected to ensure the safe escape of occupants.		Compliant
10 - Escape Route across a	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		N/A

flat roof				
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The intumescent cold smoke seals installed to prevent the spread of smoke and fire between compartments are missing. This has caused a large gap between the doors.	U	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Ineffective self closing devices.	5.0.J	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The existing doors are not deemed to be of the appropriate fire resisting standard.	5.0.E	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The fire doors have a large gap between the doors and the frame which may prevent the intumescent seals being effective.	5.0.X	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The existing fire doors are likely to have conformed to BS 476, Part 22 upon original installation. However, due to their high usage and lack of maintenance over a number of years, they no longer appear to be of the appropriate fire-resisting standard. 1- Room M1. 2- The door from the new office facility on the first floor should be upgraded to an FD30 door as it opens onto a protected staircase.	5.0.F	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors are fouling against the frame and are not closing completely against the door stops.	5.0.H	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	In general, the Fire Doors within the main building do not meet current standards.	5.0.NR-49-198-9	Non_Compliant
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		Compliant
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes. 1- Bailey protected staircase. 2- First floor Main building store room adjacent to M7. 3- Theatre/Chapel protected staircase 4- Protected staircase around the sports hall.	A	Non_Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	The escape route is obstructed.	5.0.D	Non_Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	Inappropriate electrical appliances are sited within the escape route. 1- There is a large photocopier machine (and boxes of paper) sited within the willow hallway, which accesses a number of classrooms. 2- There is a similar situation within the Ruth Bourne building with a printer and paper in a hallway serving classrooms.	5.0.E	Non_Compliant

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained. CO2 extinguisher in store room out of date.	B	Non_Compliant
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	There was no Fire Blanket in the food tech room.	6.0.NR-50-202-3	Non_Compliant
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not correctly sited.	6.0.C	Non_Compliant
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	There are some dry powder fire extinguishers in place in the premises. The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.	6.0.NR-50-202-8	Non_Compliant
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained	There is no requirement for a fixed fire-fighting installation at this premises.		N/A

and appropriate for the risk?

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The method of raising the alarm currently in use is unsuitable. 1- At the time of the assessment, automatic fire detection was not provided in the (Main Block) estate manager's office, the ground-floor office opposite the boiler room, the deputy headteacher's office and the corridor adjacent to the SEND rooms. 2- The Lodge has no detection. 3- Insufficient alarm system within the Willow block.	A	Non_Compliant
02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		Compliant

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		Compliant
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		Compliant

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		Compliant
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	A large number of overhead cables are being supported by plastic cable-ties or within conduit that has been fixed to the ceiling in Willow block. This can lead to fire-fighter fatalities as they fail and cables drop in a fire situation.	E	Non_Compliant
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		Compliant
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			N/A

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?	The timber building known as the wellness lodge has been erected in close proximity to the RHS of the bailey building. There is no detection within the lodge, nor are there any sounders within or near the lodge. In addition there are no Fire exit directional signs in the area to direct people to the Fire Assembly point. Emergency lighting is not an issue.	NR-54-212-2	Non_Compliant
02 - Staff Training	Have employees received appropriate fire safety awareness training?	All employees have received the appropriate fire safety awareness training.		Compliant
03 - Housekeeping	Are house keeping arrangements	The housekeeping arrangements appear to be of an acceptable standard.		Compliant

satisfactory?

04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.	Compliant
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.	Compliant
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.	N/A

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The external side of the final exit door is not adequately identified.	J	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified.	11.0.U	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Insufficient directional escape route signs are provided. From the classrooms alternative exit on the first floor and wall beyond. 1- Dining room block first floor 2- Main block at base of steps from offices and corridor.	11.0.K	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The portable firefighting equipment is not identified by appropriate signage to show its location and fire classification. The Fire Blanket in the kitchen has no sign and Wet chemical extinguisher signs are obscured by kitchen items.	11.0.N	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified. (One of two doors).	11.0.S	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency stop button is not identified.	11.0.X	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	11.0.B	Non_Compliant

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		Compliant
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		Compliant

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708127	11.0.B	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	Install fire alarm call point signage complying with BS 5499-5. The signs should display the evacuation process in pictorial form including how to operate the manual call point.	Ruth Bourne plant room	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Ruth no MCP in plant room.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708123	11.0.K	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Insufficient directional escape route signs are provided. From the classrooms alternative exit on the first floor and wall beyond. 1- Dining room block first floor 2- Main block at base of steps from offices and corridor.	To ensure a safe evacuation, directional escape route signs should be provided at the locations shown on the plan in compliance with BS 5499-4. These signs should display in pictorial format the man running through a fire door with an arrow pointing in the direction of travel and should also have the words 'Exit'. This should also indicate every change of direction or level.	First floor classroom dining room block. Ground floor main block corridor.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dining door to exit rout not identified.jpg



Hazel Dining sign required on the wall -two way corridor..jpg



Hazel Main Incorrect signage.jpg



Hazel Main no signage.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708124	11.0.N	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The portable firefighting equipment is not identified by appropriate signage to show its location and fire classification. The Fire Blanket in the kitchen has no sign and Wet chemical extinguisher signs are obscured by kitchen items.	Portable firefighting equipment type and location should be identified by appropriate signs which conform with BS 5499-5.	Kitchen in dining room building	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

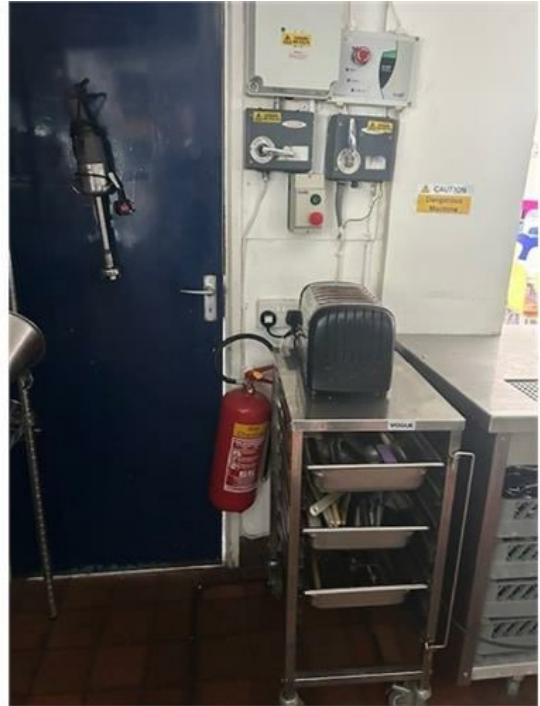
Action Status Notes:

No notes have been entered

Hazel Dining no FB sign.jpg



Hazel Dining extinguisher and sign obstructed.jpg



Hazel Dining extinguisher and sign obstructed 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708125	11.0.S	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified. (One of two doors).	Final exit doors fitted with a push bar mechanism must be provided with a "Push Bar to Open" sign which conforms with BS 5499-5.	Final exit from corridor within dining room block	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dining no push bar.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708122	11.0.U	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified.	Final exit doors fitted with thumbturn locks must be provided with a "Turn to Open" sign which conforms with BS 5499-5.	Final exit doors from corridor	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey No sign for opening device.jpg



Hazel Bailey No sign for opening device 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708126	11.0.X	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency stop button is not identified.	Install a sign clearly identifying the emergency stop button to comply with BS 5499-5 and Safety (Safety Signs and Signals) Regulations 1996. Ensure that all staff are aware of its location and the shut down procedure in the event of an incident.	Kitchen Dining room block	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dining No STOP sign.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708099	2.0.I	Are all electrical installations and appliances correctly installed and maintained?	There are unsafe use of extension leads. The extension lead comes from an understairs cupboard. A wall mounted socket has been provided but not used.	Additional power sockets have been provided in this area and should be used.	Tea hub adjacent to rear offices.	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel main poor use of extension cable.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708102	4.0.A	Are the fire resisting and separating walls and floors in good condition?	The assessor was unable to ascertain that the materials installed within the 'new' walls seperating the SEND department and protected corridor are to the required and approved levels of fire resistance. Corridor partitions do not carry up through to the underside of the floor above. The glass within the wall does not seem to be fire rated. The doors within the wall are not FD30s type.	A further investigation will be required by a competent person (local building control) to ascertain the integrity of the materials used and that they will provide the correct level of fire resistance. If they do not have the correct level of fire resistance, then upgrading of the corridor will be required.	Walls within the protected corridor adjacent to the SEND department	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Main door to SEND department.jpg



Hazel Main wall oppo SEND.jpg



Hazel Main wall to ceiling only.jpg



Hazel Main wall to ceiling only 2.jpg



Hazel Main walls from protected corridor.jpg



Hazel Main wall to SEND.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708101	4.0.NR-48-181-1	Are the fire resisting and separating walls and floors in good condition?	Incorrect Fire Stopping. Standard expanding foam has been used as Fire Stopping.	Replace the expanding foam with the correct fire stopping material.	Plant room Bailey	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey incorrect fire stopping.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708112	5.0.D	Are house keeping arrangements satisfactory?	The escape route is obstructed.	The items obstructing the escape route must be removed.	Final exit from Dining room corridor	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dining obstruction near fire exit.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708113	5.0.E	Are house keeping arrangements satisfactory?	Inappropriate electrical appliances are sited within the escape route. 1- There is a large photocopier machine (and boxes of paper) sited within the willow hallway, which accesses a number of classrooms. 2- There is a similar situation within the Ruth Bourne building with a printer and paper in a hallway serving classrooms.	The electrical appliances should be removed from the escape route and located in an area appropriate for their use.	Willow and Ruth Bourne buildings	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel willow printer in corridor.jpg



Hazel Ruth printer in corridor.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708106	5.0.E	Do the fire resisting door sets meet the appropriate standard?	The existing doors are not deemed to be of the appropriate fire resisting standard.	Install door sets which provide the required standard of fire resistance. The door must be fitted with a positive self closing device or in the case of a cupboard kept locked shut and be provided with the appropriate signage to indicate that the door should be kept locked.	Doors added to the 'new' corridor entering the SEND department and Office door opposite.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Main door to SEND department.jpg



Hazel Main wall oppo SEND.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708108	5.0.F	Do the fire resisting door sets meet the appropriate standard?	The existing fire doors are likely to have conformed to BS 476, Part 22 upon original installation. However, due to their high usage and lack of maintenance over a number of years, they no longer appear to be of the appropriate fire-resisting standard. 1- Room M1. 2- The door from the new office facility on the first floor should be upgraded to an FD30 door as it opens onto a protected staircase.	The existing doors are to be upgraded to include the provision of 3 x fire resistant hinges (BS EN 1935), door handles that comply with BS EN 1906 Annex C, dual intumescent heat strip/cold smoke seals along the door edges and suitable, positive action self-closing devices (BS EN 1154).	First floor Main block M1. Door from offices to protected staircase.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel main FD no closer - 2 hinges.jpg



Hazel Main FD no closer 2 hinges no sign.jpg



Hazel Main FD onto protected staircase.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708109	5.0.H	Do the fire resisting door sets meet the appropriate standard?	Fire doors are fouling against the frame and are not closing completely against the door stops.	All fire doors and associated self-closing devices should be maintained to ensure they close fully into their frames.	Cross corridor doors to lower ground lift lobby - sports hall.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel sports door broken.jpg



Hazel sports door not closing.jpg



Hazel sports door broken 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708105	5.0.J	Do the fire resisting door sets meet the appropriate standard?	Ineffective self closing devices.	Repair or replace the self-closing device/s to ensure fire door/s close fully into their frame/s against the door stops.	Room B13	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey door not closing properly.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708110	5.0.NR-49-198-9	Do the fire resisting door sets meet the appropriate standard?	In general, the Fire Doors within the main building do not meet current standards.	An inspection of all fire doors within the main building and subsequent program of remedial works by a competent person should be conducted to ensure the physical and operational integrity of each is such that they will perform predictably and fulfil their intended life safety and property protection role in the event of fire. This is particularly important where doors protect staircases or high risk areas (e.g. kitchens, laundry rooms etc.) or in areas where there are no alternate means of escape. Fire doors should be inspected, repaired or replaced as necessary by a competent person.	Main Block	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708107	5.0.X	Do the fire resisting door sets meet the appropriate standard?	The fire doors have a large gap between the doors and the frame which may prevent the intumescent seals being effective.	The doors should be adjusted to ensure that there is no more than a 3mm gap between the hinge edge, leading edge and the top of the door frame. In some cases the doors will need to be replaced or have additional pieces added. This can be carried out by a qualified Fire Door specialist.	Multiple doors around the site, in particular the main building	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Main excessive door gap.jpg



Hazel Main excessive door gap 2.jpg



Hazel Main excessive door gap 3.jpg



Hazel Main excessive door gap 4.jpg



Hazel Main excessive door gap 5.jpg



Hazel Main excessive door gap 6.jpg



Hazel Main excessive door gap 7.jpg



Hazel Main excessive door gap SEND.jpg



Hazel Main excessive door gap SEND 2.jpg



Hazel Main excessive door gap SEND 3.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708116	6.0.C	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not correctly sited.	The equipment is to be sited in accordance with BS 5306-8 and must be either wall-mounted with the handle no more than 1.0 metres (heavier than 4kg) 1.5 metres (up to and including 4kg in weight) above the floor or on a designated stand.	Outside sports hall office	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Sports incorrect position of extinguisher.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708115	6.0.NR-50-202-3	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	There was no Fire Blanket itthin the food tech room.	Supply and fit a fire blanket to the wall in the Food Tech room.	Food tech room - dining room block	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dining tech room no Fire Blanket.jpg



Hazel Dining tech room no Fire Blanket 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708117	6.0.NR-50-202-8	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	There are some dry powder fire extinguishers in place in the premises. The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.	It is recommended that the dry powder fire extinguisher/s are replaced with a suitable alternative extinguisher/s appropriate to the fire hazards present. If, due to the H&S assessment specifying that the Dry Powder extinguisher is to stay in place. Then training should be given to any person who is tasked to operate in the area.	Plant rooms (enclosed spaces) and groundsman hut.	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Dry Powder.jpg



Hazel Dry Powder 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708118	A	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The method of raising the alarm currently in use is unsuitable. 1- At the time of the assessment, automatic fire detection was not provided in the (Main Block) estate manager's office, the ground-floor office opposite the boiler room, the deputy headteacher's office and the corridor adjacent to the SEND rooms. 2- The Lodge has no detection. 3- Insufficient alarm system within the Willow block.	Additional detection to be installed in the estate manager's office, the ground-floor office opposite the boiler room, the deputy headteacher's office and the corridor adjacent to the SEND rooms. Willow Building Automatic smoke detection should be provided in the IT support room where electrical equipment may be left powered on for prolonged testing. Similarly, smoke detection should be provided in the server room.	Main Block and Willow Block.	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708111	A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes. 1- Bailey protected staircase. 2- First floor Main building store room adjacent to M7. 3- Theatre/Chapel protected staircase 4- Protected staircase around the sports hall.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed. Room close to M7 should have its Fire Door re-instated.	Bailey protected staircase. Main building near M7. Theatre protected staircase. Sports hall protected.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey Combustibles in protected staircase.jpg



Hazel Bailey Combustible chairs in protected staircase 2.jpg



Hazel Bailey Combustibles in protected staircase 2.jpg



Hazel Bailey combustibles left under escape stairs.jpg



Hazel Main combustibles on escape route.jpg



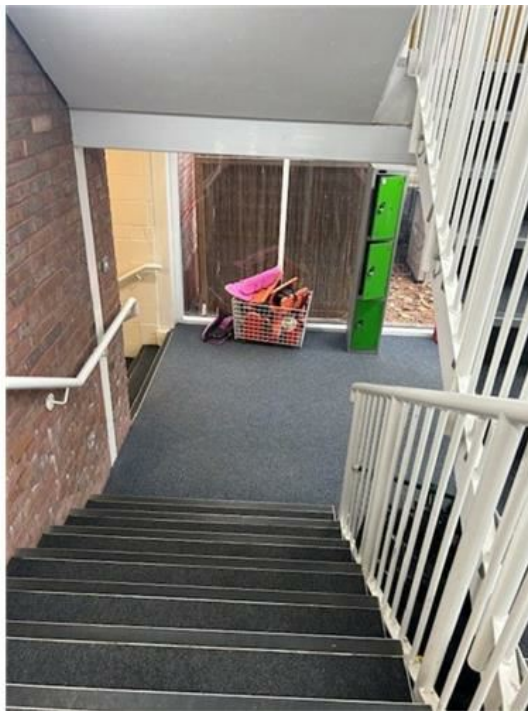
Hazel Theatre chairs on protected staircase.jpg



Hazel sports storage in staircase 1.jpg



Hazel sports storage in staircase 2.jpg



Hazel sports storage in staircase 3.jpg



Hazel sports storage in staircase 4.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708097	C	Is the occupancy level for the premises acceptable?	The width of the final exit is not of sufficient size to discharge the number of occupants present within acceptable time constraints. The Theatre: There is a double-width internal exit leading from the theatre into the reception lobby and two single-width doors (stage left) that lead out onto a 1m wide staircase and an 850mm final exit door.	Due to the final exit door size, the theatre has been reduced to a maximum of 110 persons, which can be split to accommodate persons within the auditorium and stage presence. Management is to ensure the total number of persons within the Theatre does not exceed 110 persons.	The Theatre	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708100	E	Are the fire resisting and separating walls and floors in good condition?	Fire stopping between compartments is missing and/or poorly installed. 1- Bailey Plant Room, protected staircase and Bawtree Room 2- Main Block, Plant room and staircase to maintenance office. 3- Main Block Laundry room.	Install fire stopping around services and pipe work which penetrate through the fire resisting and separating floors and walls. Ensure the correct approved proprietary materials are installed by a competent passive fire safety contractor.	Bailey Plant Room, protected staircase and Bawtree Room	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey Holes in Bawtree wall.jpg



Hazel Bailey Holes in Bawtree wall 2.jpg



Hazel Bailey Holes in protected staircase.jpg



Hazel Bailey Holes in protected staircase 2.jpg



Hazel Bailey plant room holes.jpg



Hazel Main no Fire stopping.jpg



Hazel Main no Fire stopping 2.jpg



Hazel Main hole in laundry room ceiling.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708119	E	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	A large number of overhead cables are being supported by plastic cable-ties or within conduit that has been fixed to the ceiling in Willow block. This can lead to fire-fighter fatalities as they fail and cables drop in a fire situation.	A competent person is to survey all electrical cabling throughout the premises and the cabling secured with fastening devices to ensure failure will not occur within the early stages of a fire.	Main Block and Willow block	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Main Cabel management.jpg



Hazel willow conduit.jpg



Hazel willow conduit 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708121	J	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The external side of the final exit door is not adequately identified.	The external sides of final exit doors must be indicated by "Fire Exit Keep Clear" signs complying with BS 5499-5.	A large majority of doors around the school	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey No FEKC sign on door 2.jpg



Hazel Bailey No FEKC sign on door.jpg



Hazel Bailey No FEKC sign on door 3.jpg



Hazel Bailey No FEKC sign on door 4.jpg



Hazel Bailey No FEKC sign on door 5 library.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708098	NR-46-177-4	Are all electrical installations and appliances correctly installed and maintained?	There is a lithium charging bank within the maintenance team's office.	Due to the nature of defective lithium batteries exploding or being overcharge due to defective chargers. It is recommended that the client carries out a risk assessment of the process of charging the lithium batteries. Particular attention should be that the charging is not left unattended (overnight).	Maintenance office above plant room	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel main battery charging.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708103	NR-48-187-5	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	There was no evidence that the curtains within the theatre have been sufficiently fire proofed.	Curtains within the theatre require Fire Proofing.	Theatre	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel theatre curtains not FP.jpg



Hazel theatre curtains not FP 2.jpg



Hazel theatre curtains not FP 3.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708120	NR-54-212-2	Are management and employees fully aware of the fire safety features provided and their purpose?	The timber buiding know as the wellness lodge has been erected in close proximity to the RHS of the bailey building. There is no detection within the lodge, nor are there any sounders within or near the lodge. In additon there are no Fire exit directional signs in the area to direct people to the Fire Assembly point. Emergency lighting is not an issue.	It is recommended to extend the Fire Alarm system to within he lodge, Provide sounders within or adjacent to and fix directional signage to the walls outside the Lodge.	The Lodge	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey Lodge.jpg



Hazel Bailey Lodge 2.jpg



Hazel Bailey Lodge 3 no directional signage.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708104	U	Do the fire resisting door sets meet the appropriate standard?	The intumescent cold smoke seals installed to prevent the spread of smoke and fire between compartments are missing. This has caused a large gap between the doors.	The missing intumescent cold smoke seals must be replaced to ensure that the spread of smoke and fire is restricted.	Library door Bailey building	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey smoke seal missing - damaged Library.jpg



Hazel Bailey smoke seal missing - damaged Library 2.jpg



Hazel Bailey smoke seal missing - damaged Library 3.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13708114	B	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained. CO2 extinguisher in store room out of date.	The equipment is to be periodically maintained by a competent person to BS 5306-3 and records maintained. Due to its loction and other extinguishers close by this extinguisher is suplus to requirement.	Ground floor store room	Recommendation for Client	16/02/2026

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Bailey CO2 OOD.jpg



Hazel Bailey CO2 OOD 2.jpg



Locations of Non-conformity (one floorplan per page)

