WINDERMERE SCHOOL
FOUNDED 1863

12a: Fire Risk Assessment, Browhead Campus.

[Staff Handbook Section I 2]

This live document has been reviewed and will be updated again once the findings and reports have been received from NPG Fire Safety Ltd. A full Browhead audit and data capture has been achieved ensuring compliance. The audit was conducted in July and we are awaiting full report.

Although significant changes have been made since the one site change, these changes did not result in any major structural changes, apart from Elleray House, formally known as Brow Foot. This building changed from residential to Early Years learning.

Espace drawing is being drawn up for Elleray House and will be attached once completed. The full evacuation plan has been conducted with teachers and public prior to term starting – Spring 2025

1. INTRODUCTION

1.1. Overview

The objective of this report is to present the findings of an assessment of the risk of fire and the means of escape from potential hazards found in Windermere School (Browhead only) as a result of Windermere School's business activities. Where appropriate, recommendations are made to ensure compliance with the relevant fire safety legislation, namely RRFSO 2005, DCLG Guidance Educational Premises and Sleeping Accommodation.

This report acts as a mechanism for the responsible person, staff and others at the premises to understand the hazards and risk the organisation present and correctly implement and maintain appropriate safety measures to manage these risks. It is therefore a working report to be used as a focus for fire safety management and training.

The level of detail and structure of this report is also commensurate with that required for auditing by the Fire and Rescue Services (in their role as enforcers) or in the event of a fire related incident (in their role as investigators). It is also commensurate with the level of risk at the premises.

The matters of concern identified in this document relate to hazards and/or risks that Windermere School presents to their employees, visitors and other occupiers at the Premises as identified by the assessment. The additional controls, recommendations and actions given in the document must be dealt with accordingly to reduce the risks to as low as reasonably practicable (ALARP) as defined by the legislation i.e., all reasonably practicable safety measures must be implemented within a reasonable timescale

1.2. Applicable Legislation

The assessment was carried out under the requirements of the RRFSO and associated guidance. Compliance with the RRFSO is enforced by Local Authority Fire and Rescue Service.

The assessment also addresses the elements of fire safety within the wider context of:

- Building Regulations 2000: Approved Document B and Approved Document M.
- The Health and Safety at Work etc. Act 1974.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Electricity at Work Regulations 1989.
- An array of relevant British Standards, including: BS 5839 Fire Alarms; BS 5499 Emergency Signage; BS 5306 Extinguishers; BS 5266 Emergency Lighting and BS 9999.

This assessment does not absolve the responsible person or authority from complying with any other statutory requirements that may or should be imposed on the premises.

1.3. Scope

The aim of the fire risk assessment is to ensure the activities and occupancy of the organisation at the premises, complies with all relevant legal requirements and that:

- The risk of a fire occurring is reduced to a minimum.
- The risk of a fire spreading is minimised.
- Everyone in the premises is able to reach a place of safety without outside assistance.
- The emergency services can gain safe access.
- The risk to the environment, following a fire, is understood and, where practicable, minimised.

The contents of the assessment and this safety report are based on the areas/activities identified to the SOA Safety Fire Safety Advisor during their visit.

The assessment of the adequacy of the means of escape is based on the operation of the existing layout and design of the escape routes. Additionally, the assessment of the condition and fire resistance of the means of escape is based on visual inspection of accessible areas.

The assessment of the fire detection, fire protection and firefighting systems is based on the effective operation of the existing systems, evidence of which is gained from the commissioning, testing and maintenance records.

This report will be reviewed annually and as and when significant changed occur. Updates will be discussed and agreed with the Responsible Person prior to issue. Additional advise can gained via contact your Ardent Safety Fire Safety Advisor if you require further clarification of any matter raised.

1.4. Significant changes since previous fire risk assessment

Since the last review 2024, significant changes have been made to Browhead Second Floor. The main front rooms, formally boarding have been converted into learning spaces. These rooms house Pre-school years 3 to 6 and the wing has been converted into pre-and prep school art room with internal and external means means of escape

The second major change since the last review (2024) is the conversion of Browfoot (formally residential) to Prep-school early years (pre-school through to years 2). Every effort has been made to ensure compliance with fire safety, from classroom capacity to means of escape.

1.5. Previous fire risk assessment action status

Any outstanding actions identified have been resubmitted into this report.

1.6. Review Schedule

The fire risk assessment (FRA) and fire safety measures presented throughout this document are correct at the time of the assessment and review. The FRA is a live document, in that it cannot remain valid for an unlimited length of time. Therefore, the FRA should be subject to review when:

- Structural or material alterations take place.
- Change in the use/activities is undertaken.
- Significant change of staff occurs.
- Significant change in fire precautions occurs.
- There is a near miss or occurrence of a fire.
- Change in the applicable legislation occurs.
- 12 months have elapsed since this FIRE RISK ASSESSMENT was conducted.

2. GENERAL DESCRIPTION OF THE PREMISES

Building owner:	**Windermere School**
Responsible person:	**Frank Thompson**
Building use:	**Administrative, Boarding, Auditorium**

2.1. Description

The School building is an administrative block with learning spaces and an auditorium for events and plays. A small section of the building is set aside for immersion boarding, these rooms are set on the second and third floor in designated and segmented zone away from learning. It is single-occupied in that all activities, both daytime and out-of-school-hours are controlled by the responsible person. Boarders are of school age ranging from 8 years to 18 years, all occupants are of typical mobility.

The main body of the premise was constructed in 1866 and built with traditional limes stone with a pitched slate roof. The extension (1968) is of similar construction to keep with the aesthetics. Internally the flooring is of wooden construction and solid walls.

Building footprint (sqm): **1855**

Figure 1 View of the premises

3. OCCUPANCY

3.1. Primary and secondary usage

The primary use of the school is for boarding for the students. The secondary use of the school is to provide a base for the administration duties of the staff. A third use of the school is to provide a venue for community events and in house stage productions.

3.2. Occupancy profile

The main type of occupants are typically mobile for this establishment. There are some pupils with hearing impairments but identified as not at a level where they would not hear the fire alarm. Members of the public can visit the school and may have varying degrees of mobility and these individuals will need to be considered if they attend the school to ensure that they are catered for effectively to ensure their safe evacuation from the premises.

The details below summarise the maximum number of persons and times of occupancy the Windermere School expects as a result of their business activities.

No. of staff:	**50**	Mobility impaired:	**1**
No. of visitors:	**15**	Visually impaired:	**0**
TOTAL::	**400**	Hearing impaired:	**4**

The exact times, occupants, activity and locations for the premises are shown below:

Table 1 Occupancy numbers and activities

Day	Time	Numbers	Activity
Monday - Friday	08:00 - 17:00	Up to 350	Students
Monday - Friday	08:00 - 17:00	50	Staff
Monday - Sunday	17:00 - 08:00	1-2	House Staff
Monday - Friday	09:00 - 17:00	Up to 15	Visitors
Monday - Friday	09:00 - 17:00	2 - 3	Deliveries
Summer Holiday	00:00 - 23:59	Up to 100	Summer School Students
Summer Holiday	00:00 - 23:59	12	Summer Staff
Immersion and Summer Holidays	17:00 – 08:00	Up to 10	Boarding Students
Variable	Variable	250	Events in the Auditorium

3.3. Other occupiers

The building is owned and managed by Windermere Educational Trust Ltd and Windermere Educational Trust Ltd are the sole occupiers of the premises.

4. FIRE HAZARDS

4.1. Identified fire hazards

Table 2 Identified fire hazards

Ignition sources	Fuel sources	Oxygen sources
Audio Equipment Computers Electric Heaters Fixed Electrical Services Phone Chargers Portable Electrical Appliances Printers	Aerosols Bedding Cleaning Products Notice Boards Paper Storage	Doors Windows

4.2. Ignition sources

The ignition-sources brought onto the premises by the organisation are commensurate with this type of premises.

Electrical equipment is not overloaded and where required is switched off at the end of every day.

Periodic electrical testing is undertaken by site staff for all electrical-items fitted with a plug. These records are retained and filed in the Maintenance building office.

The majority of the electrical-equipment are in a good state of repair.

The mains electrical-services are within fire-rated enclosures, free from combustibles / flammable-substances and identified on the fire-plan.

There is periodic inspection and testing of the fixed electrical-system. This was completed in October 2021 by DNB Electrical.

Suitable measures are taken to prevent fire as a result of cooking. Fire blankets are in place with training on their use given to key members of staff.

The site operates and observes a strict no-smoking policy.

The premises are equipped with good security features to prevent against arson by outsiders.

Fire-safety conditions are imposed and there is satisfactory control over any work undertaken by contractors. Large contract works are required to supply accreditation, risk assessments and be approved contractors.

The hazards attributed to ignition-sources are appropriately indicated by signage.

The fixed heating-installations were identified, satisfactory testing has been completed in June 2023 by Brayshaw Heating.

All ignition-hazards are removed or reduced in accordance to the ALARP principle.

4.3. Fuel sources

The fuel-sources brought onto the premises by the organisation are commensurate with this type of premises.

The premises has a good regime for house-keeping. This is reviewed and monitored daily, weekly and monthly by staff and the Operations Manager. Hazards are identified and reported to the Operations Manager for review and if needed corrective action.

The premises avoids unnecessary accumulation of combustible material and waste within the premises.

Deliveries are not taken directly to their owner, and then they are stored appropriately or put into a secure storage-area.

All combustible-waste is removed on a regular basis to a secure-area, away from any potential ignition-sources.

All external-waste storage-areas are secure, and they are not sited near nor adjacent to the premises.

All furniture and furnishings on the premises conform to current regulations and best practices.

The mains gas-services are installed within a fire-rated enclosure that is free from combustibles / flammable-substances and identified on the fire-plan.

The hazards attributed to fuel-sources are appropriately indicated by signage.

Not all fuel-hazards have already been removed or reduced in accordance to the ALARP principle.

4.4. Dangerous substances (including oxygen)

There are no dangerous-substances stored on the premises. Anything classed as a dangerous substance is kept in metal outhouses away from the premise.

All flammable-substances are stored in fire-resisting stores away from ignition-sources.

All areas where substances are stored are adequately ventilated.

Adequate information on safety is provided from the supplier (i.e., the material-safety data-sheet).

Hazardous properties of the substances stored on the premises are considered.

COSHH assessments have already been undertaken for all dangerous-substances present at the premises.

The only oxygen fuel-source available to fuel a fire is by an open window or door

5. EXISTING FIRE SAFETY PROTECTION MEASURES

5.1. Means of escape

The numbers and widths of escape-routes are adequate for the number-of and different types of people that may need to rely on them.

The premises provide inner-rooms and appropriate measures have been provided.

Occupants are aware of the importance of maintaining the safety of the escape-routes by ensuring that fire-doors are not wedged nor left open.

There are some fire-doors which require attention, these will be identified in the remedial actions. The fire doors for the flats on the second floor have been treated with Envirograf fire protection to provide 30 minutes fire resistance. These doors should never be over painted unless with Envirograf fire protection. Protected doors are identified by an Envirograf label on the internal door casing.

The fire-doors and final-exits open in the direction of travel wherever necessary, and are kept clear from obstructions.

The escape-routes are suitably located and are clearly identifiable with signage.

Areas where escape is possible in one direction at-most, are adequately protected, and their travel-distance is within the guidance.

Areas where escape is possible in more than one direction have a travel-distance within the guidance recommendation.

The Auditorium has been licenced for a maximum capacity of 330 people; this should not be exceeded.

All doors that lead onto a stairway are not fully fire-resistant. Some remedial actions are required.

All pipes, ducts and building-services that pass through a stairway are adequately fire-stopped.

Emergency and escape-lighting systems are provided, and they operate to a reasonable standard. The annual service was completed in August 2025 by Castle Fire. A programme is in place to update units when required to LED units.

The premise provides reasonable arrangements for the means-of-escape for disabled persons. There are currently no persons in wheelchairs at the premise, and wheelchair users could not access upper floors due to no lift. However, there are portable ramps available to assist any person who may visit the site.

Staff and Boarding students will be considered and a plan put in place when required. There is an area of the site where students have learning difficulties and each student has an assist pack, which covers their specific needs and will cover evacuation needs.

There are no prohibited items stored in the escape-corridors or staircases

5.2. Signs and notices

Fire-action notices are not displayed in conspicuous locations.

Fire-action notices reflect the actual procedure in place.

Fire-action notices are complete.

A final-exit or directional-sign can be seen from all positions of all places within the premises.

Arrows on signage is correctly used.

An assembly-point has been identified and is located sensibly. The assembly point is in the tennis courts which are a good distance from the premise.

5.3. Fire spread and development

The premises are constructed so that if there is a fire, heat and smoke will not spread uncontrolled to the extent that people are unable to escape.

All fire-compartments conform to a reasonable standard, none of which are of an area greater than 1000m.

Staircases are separated from the rest of the building by fire-resistant construction, affording the area 30 minutes of protection.

Stores are separated from the rest of the building by fire-resistant construction, affording the area 30minutes of protection.

Plant-rooms are separated from the rest of the building by fire-resistant construction; affording the area 60 minutes of protection.

Corridors that are longer than 30m are separated from the rest of the building by fire-resistant construction, affording the area 30 minutes of protection.

High-risk rooms are separated from the rest of the building by fire-resistant construction, affording the area 30 minutes of protection.

All escape-routes are sufficiently lined, as not to promote fire-spread.

5.4. Fire detection and warning arrangements

All storeys and final-exits provide at-least one manual-call-point each, which can be reached within 45m from any location.

The premises benefit from a category L2 fire detection and alarm system that has been installed in accordance with BS 5839 (i.e. the siting and type of detectors are suitably located). An additional detector is required in the store room on the ground floor

The size and distribution of the zones do not appear to be in accordance with BS 5839 as there were 2 zone 2s identified on the zone plan. This was possibly a printing error but does need confirmed as they were on different floors and this could be confusing in the event of a fire.

The means-of-warning can be clearly heard, perceived and understood.

The alarm-signal is transmitted remotely to an alarm-receiving centre during sleeping hours from 22:00 to 08:00.

Table 3 Fire detection zones

Zone number	Zone name	Zone area
1	Red	Second Floor
2	Pink	First Floor
3	Green	Ground Floor
4	Blue	Crampton Hall & Browhead South
5	Orange	Basement
6	Yellow	Ground Floor

5.5. Fire suppression and portable fire extinguishing appliances

A sufficient number of fire-extinguishers are provided and evenly-distributed to cover Class-A risks, which include fires caused by electrical-equipment.

There are adequate fire-extinguishers located adjacent to special fire-risks.

All fire-extinguishers are correctly positioned.

All fire-extinguishers are fully operational, but not visually-inspected every month. Castle Fire do attend in between every term to check the extinguishers.

All fire-extinguishers have been serviced within the last 12 months. This was completed in August 2025 by Castle Fire.

All fire-extinguishers are identified by signage.

The fire-and-rescue service can access the premises with ease.

The fire-hydrant is identified as being located by the art block at the road.

Table 4 Firefighting equipment types and numbers

Type	Count
Water fire-extinguishers	13
CO2 fire-extinguishers	12
Foam fire-extinguishers	6
Powder fire-extinguishers	5
Wet-chemical fire-extinguishers	0
Fire-blankets	2

6. FIRE SAFETY MANAGEMENT

6.1. Procedure and arrangements

An adequate number of competent persons are not currently appointed to assist in the undertaking of preventive, and protective measures.

There is an adequate fire-safety policy.

The organisational-structure for fire-safety within the premises are both identified and documented.

There is a policy in place for portable-appliances.

All systems for contacting and liaising with the fire-service are satisfactory and are documented.

There is adequate general information available for all persons, including; contractors and visitors.

There is an emergency action-plan in place and communicated to staff.

Suitable arrangements are in-place to verify that the premises is completely evacuated. Registers are completed to ensure all students/boarding students are accounted for.

6.2. Training and education

The staff and students are trained on the evacuation procedure.

The fire-wardens are trained to operate portable fire-extinguishers.

All staff are trained on the evacuation-procedure.

A fire-drill is carried out at the beginning of each new term, and it has been recorded in the fire-log book.

Key personnel are identified and trained on how to liaise with the fire-service upon arrival.

6.3. Testing and maintenance

The records for the fire alarm and emergency lighting were complete and up-to-date

The fire-alarm is tested weekly by rotating the actuation point.

All escape-routes are checked daily by the staff by general walk around.

Select fire-extinguishers are checked-monthly and are recorded in the fire-log book.

The escape-routes, fire-doors and final-exits require monthly checks and to be recorded in the fire-log book.

The emergency-lighting is checked-monthly and is recorded in the fire-log book.

Maintenance-programmes are in place for all additional services.

There are suitable systems for reporting and restoring identified fire-safety deficiencies.

Table 5 Maintenance activities and dates

Category	Last tested	Tested by
Fire-alarms	August 2025	Castle Alarms
Fire-extinguishers	August 2025	Castle Alarms
Emergency-lighting	February 2025	Castle Alarms
Fire-doors	July/August 2025	N Jeffery
Fixed electrical	17 10 2021	DNB Electrical
Gas-system	August 2025	Brayshaw Heating
Portable electrical-appliances	Rolling	N. Mowbray
Chimney Flue	October 2024	G Storey
Smoke-vents	N/A	N/A

6.4. Fire safety organisation

Name	Job title	Fire safety role	Contact details
Frank Thompson	Headmaster	Responsible Person	FThompson@windermereschool.co.uk
Nevil Jeffery	Operations Manager	Competent Person	Njeffery@windermereschool.co.uk
Fire Wardens are thought to be in place at the premise, although no names or certification was presented on the day of assessment or before the submission of the Fire Risk Assessment			

7. APPENDIX 2 FIRE PLAN AND EVACUATION ROUTE PLANS

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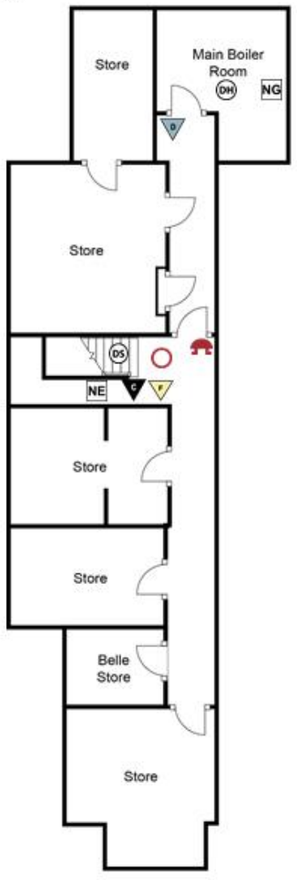
Fire Plan

Windermere School

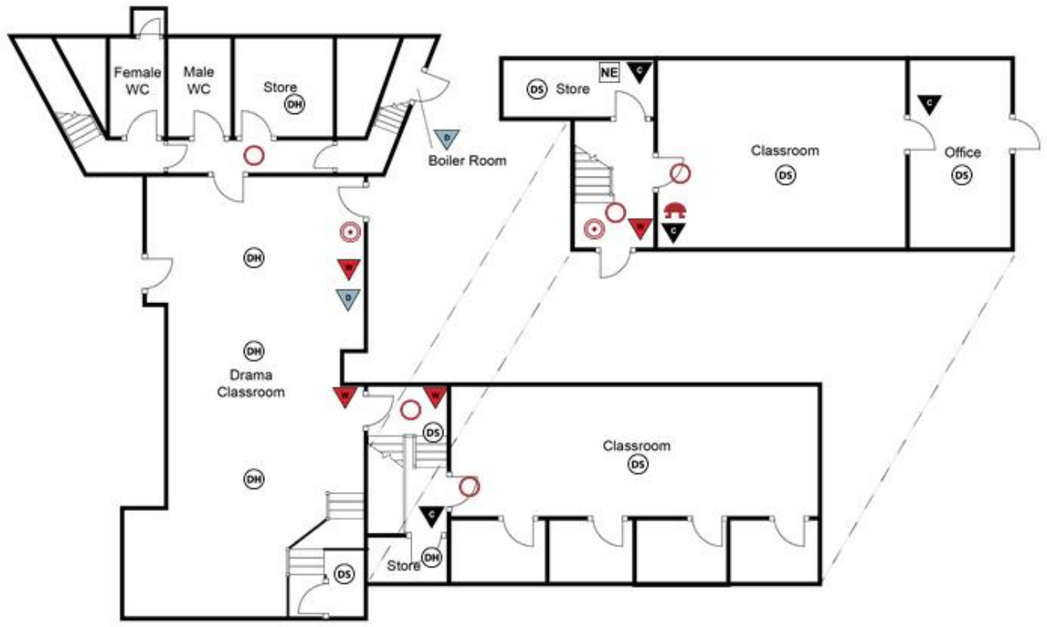
Browhead

Lower Ground & Basement

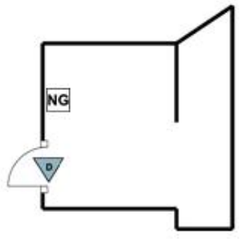
Basement



Lower Ground Floor



Crampton Boiler Room



SITE PLAN

Date: 22/02/2016

LEGEND

W	Water Extinguisher		Visual warning device	IP	Fire alarm indicator panel
C	CO_2 Extinguisher		Fire alarm call point		Combined warning device
D	Dry Powder Extinguisher		Audible warning device		Evacuation chair
F	Foam Extinguisher		Emergency lighting	NE	Electrical cut off switch
WC	Wet Chemical Extinguisher	DS	Detector smoke	NG	Gas cut off switch
B	Fire blanket	DH	Detector heat	#	Related Point

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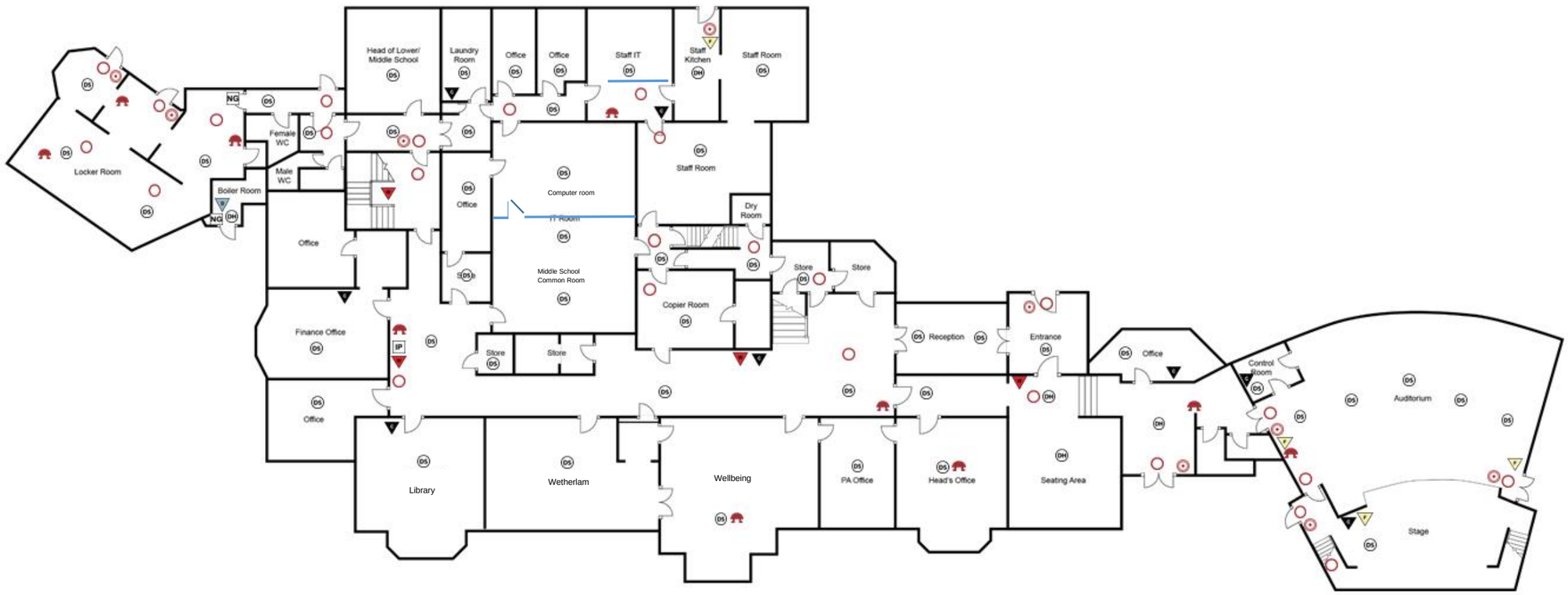
Fire Plan

Ground floor

Windermere School
Browhead



SITE PLAN

Date: 22/02/2016

LEGEND

	Water Extinguisher
	CO_2 Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire blanket

	Visual warning device
	Fire alarm call point
	Audible warning device
	Emergency lighting
DS	Detector smoke
DH	Detector heat

IP	Fire alarm indicator panel
	Combined warning device
	Evacuation chair
NE	Electrical cut off switch
NG	Gas cut off switch
#	Related Point

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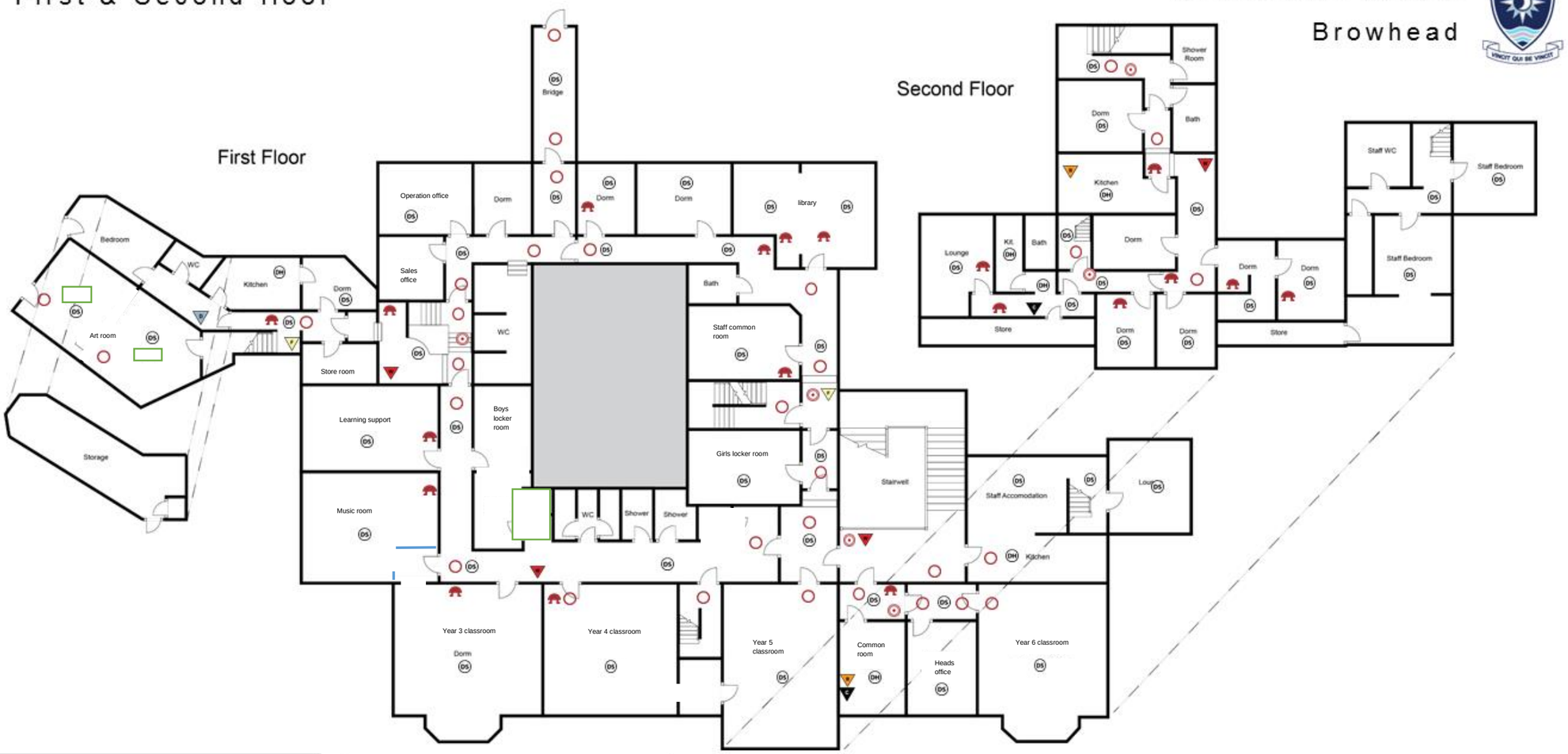
Fire Plan

First & Second floor

Windermere School

Browhead



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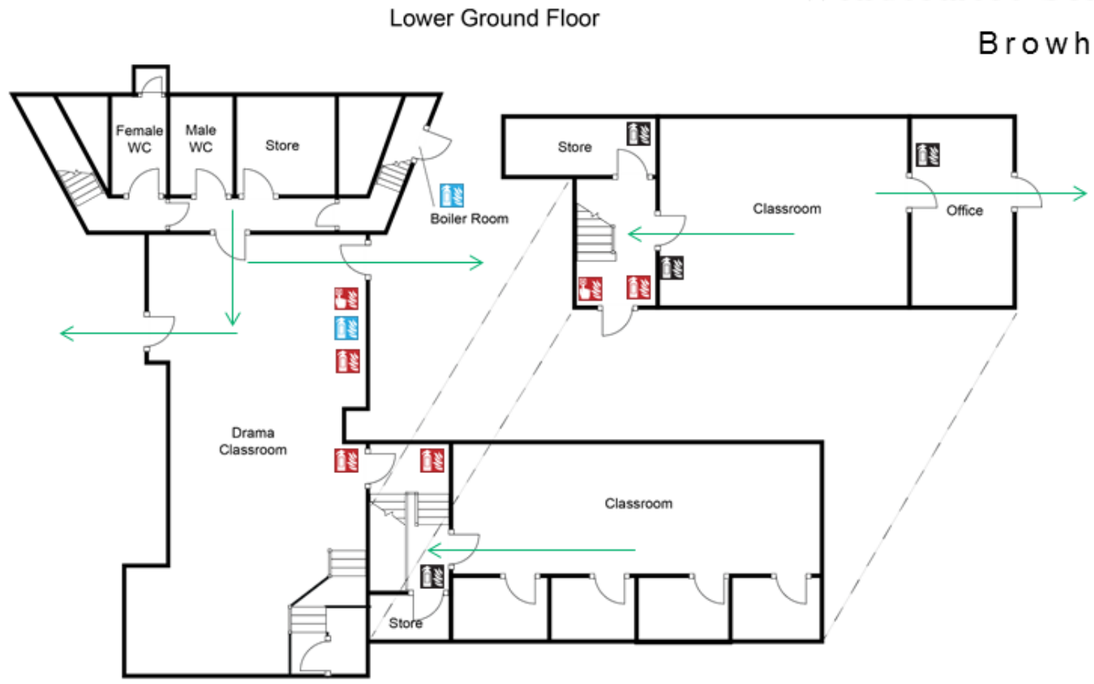
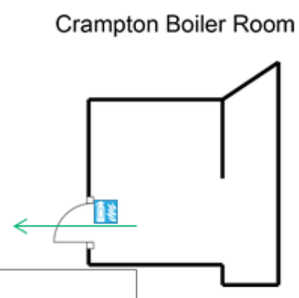
Escape Plan

Lower Ground & Basement

Windermere School

Browhead





FIRE ACTION

Fire:

- Shout "FIRE!"
- Close windows and doors (do not lock)
- Report to your assembly point at:

Assembly

Evacuation:

- Report to the assembly point
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until told to do so

Date: 22/02/2016

SITE PLAN

LEGEND

You are here	Foam Extinguisher
Primary escape route	Wet Chemical Extinguisher
Secondary escape route	Fire Blanket
Water Extinguisher	Fire alarm call point
CO_2 Extinguisher	Refuge point
Dry Powder Extinguisher	Assembly Point

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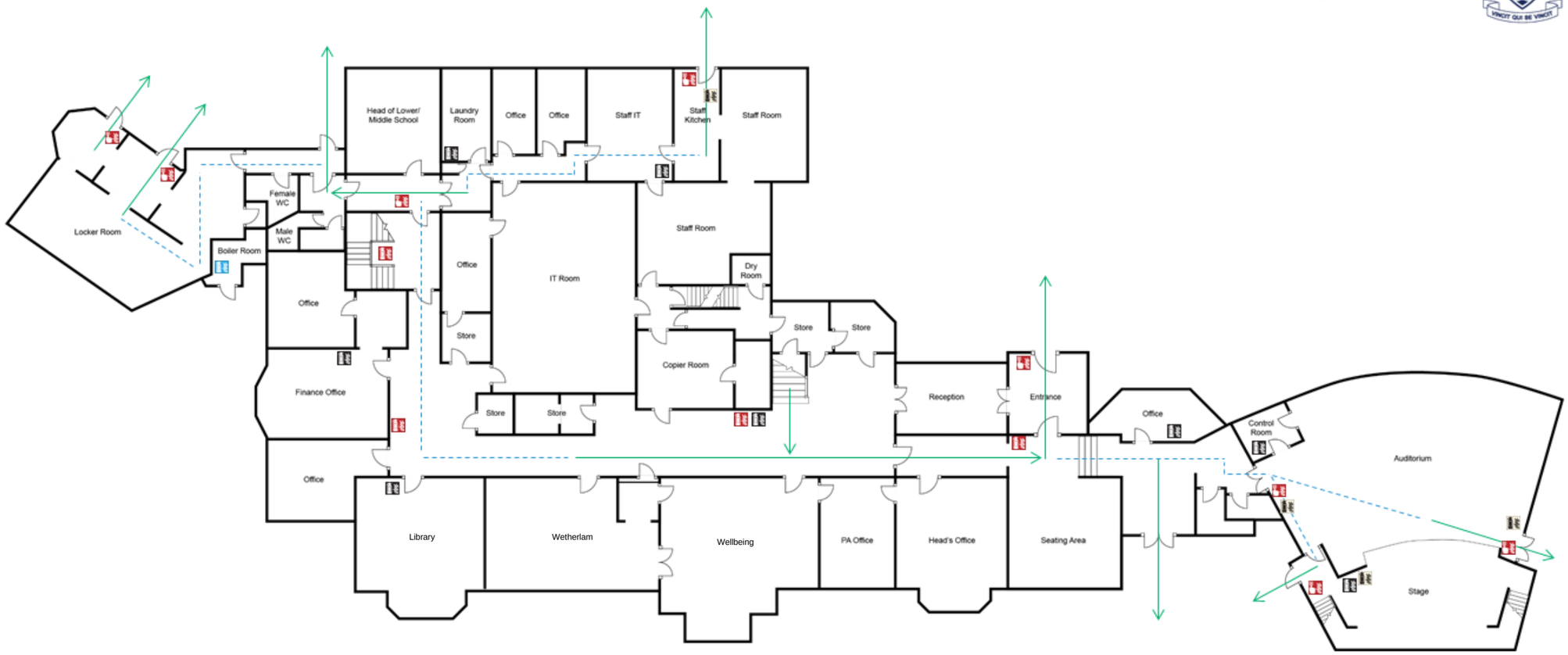
Escape Plan

Ground floor

Windermere School
Browhead



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Date: 22/02/2016

SITE PLAN

LEGEND

You are here	Foam Extinguisher
Primary escape route	Wet Chemical Extinguisher
Secondary escape route	Fire Blanket
Water Extinguisher	Fire alarm call point
CO_2 Extinguisher	Refuge point
Dry Powder Extinguisher	Assembly Point

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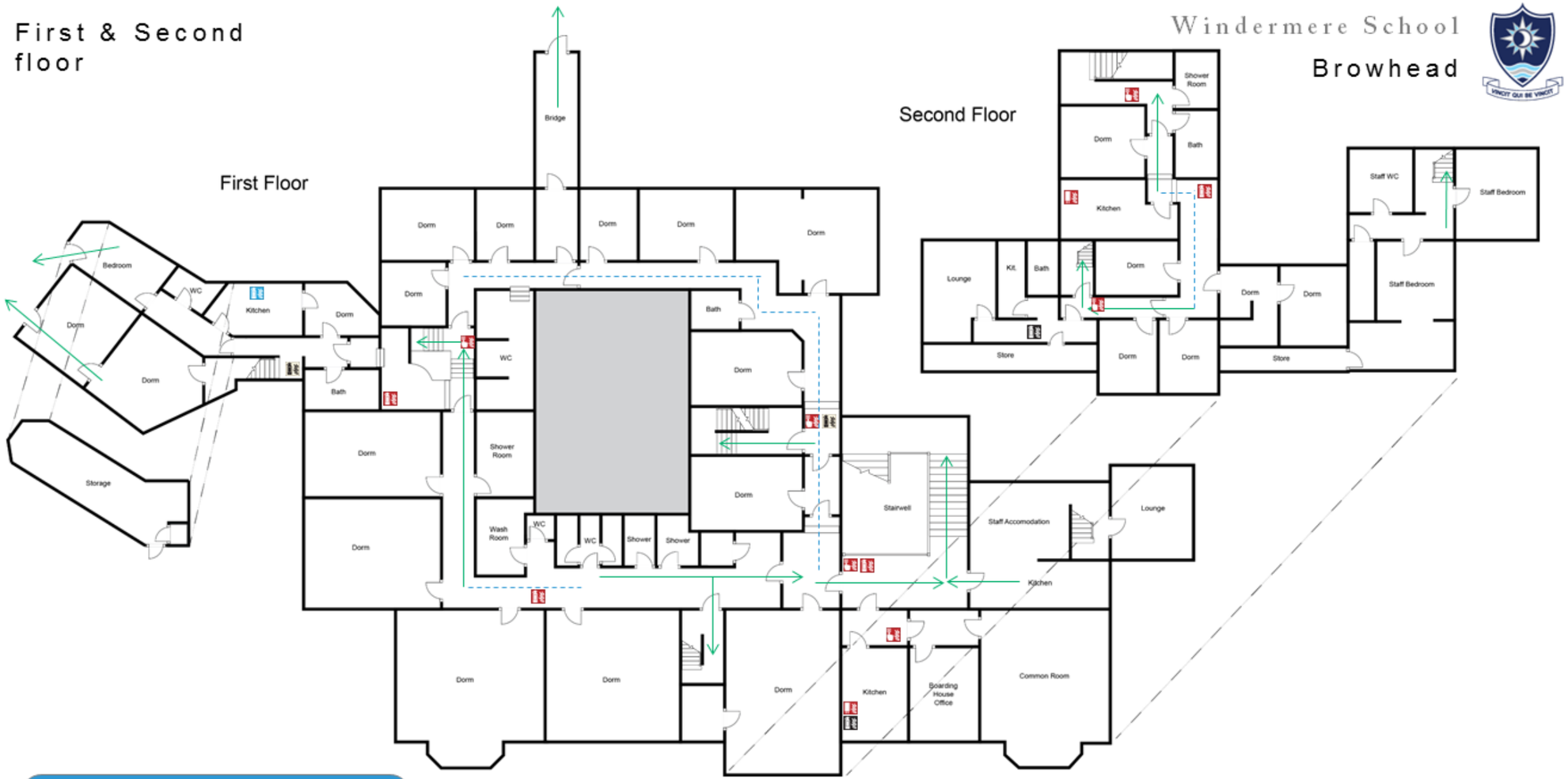
Escape Plan

First & Second floor

Windermere School

Browhead



FIRE ACTION

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Date: 22/02/2016

SITE PLAN

LEGEND

	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO_2 Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

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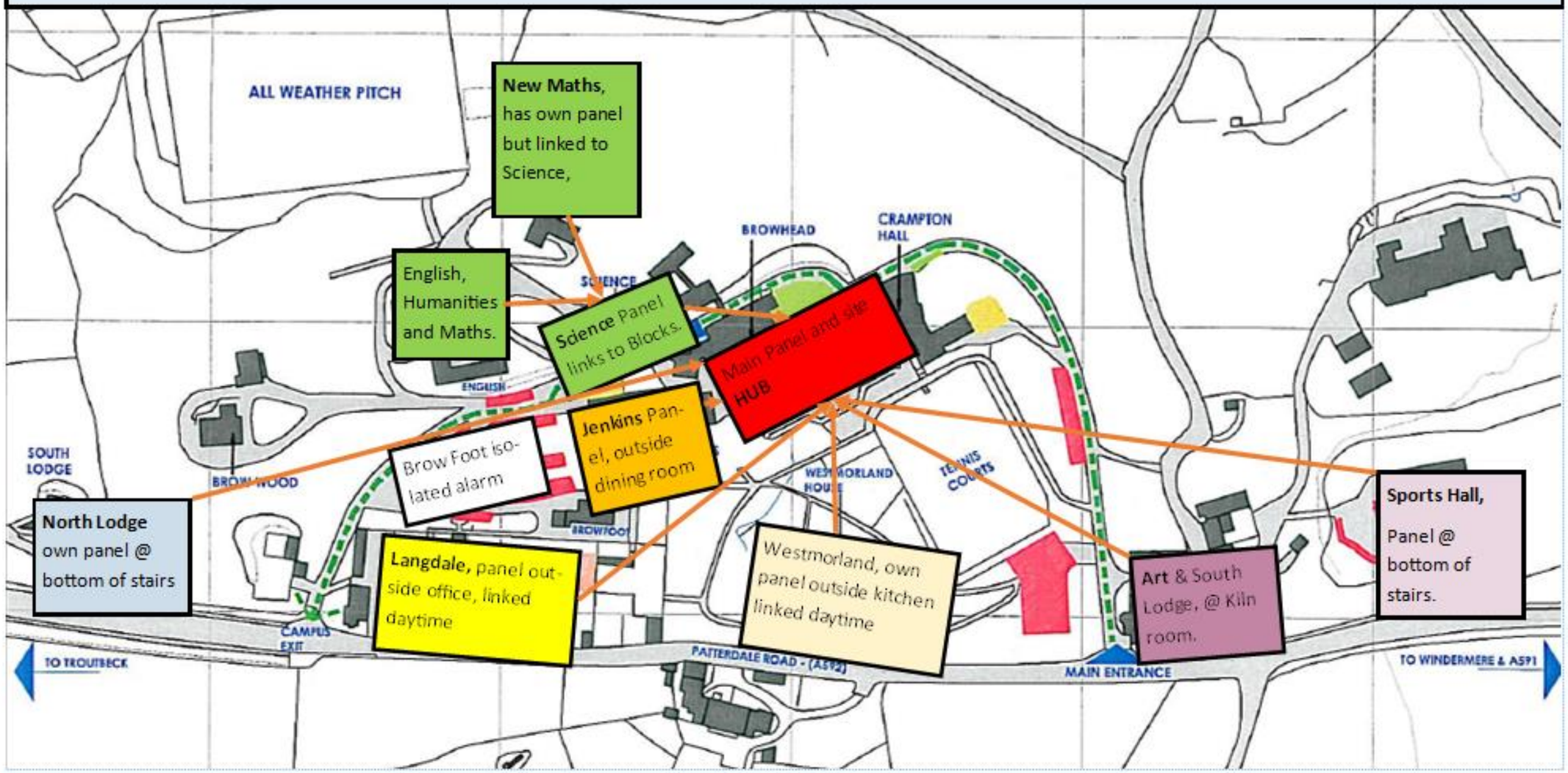
Windermere School , Browhead Site, Fire Panel connections plan. The same colour indicates a shared alarm panel, Arrows illustrate the connection route.

During the Day all panels are connected to Browhead main panel that acts as a hub (with the exception of Browfoot which is standalone). Overnight, Westmorland and Langdale Boarding Houses are isolated from the main panel and if alarmed lead a partial evacuation. Browhead boarding house remains connected to all other remaining panels.

To reset you must go to the origin of the alarm and reset that location first before returning to the main / Browhead Panel and resetting the system.

NB New maths also has its own panel and must be reset first before returning to Science to reset the panel before finally returning to the main / Browhead and resetting the system.

Also North Lodge is the only panel where you must first reset the main panel before then going to North Lodge to reset the local panel.

All panels share same code, **123**, key for science panel in keysafe code, **1250** . Keys for buildings in Print room keysafe code **999**.