

**FIRE RISK ASSESSMENT**  
**Regulatory Reform (Fire Safety) Order 2005**

|   |  |                                |  |                                  |                             |
|---|--|--------------------------------|--|----------------------------------|-----------------------------|
| <b>ESTABLISHMENT:</b>                                     | Regent College                                       | <b>Assessor:<br/>(print)</b>   | Mr Guy Nelson Co–Principal   | <b>Signature</b>                 |                             |
| <b>Address:</b>   | 167 Imperial Drive<br>Harrow<br>Middlesex<br>HA2 7HD | <b>Responsible<br/>Person:</b> | Mr P Holliday Chief<br>Operating Officer   | <b>Date:<br/>Review<br/>date</b> | 20 <sup>th</sup> March 2017 |
| <b>What is the main<br/>method of fire<br/>detection:</b> | <b>People</b>  | x                              | <b>Building<br/>size/<br/>description:</b><br>(approx area,<br>no of exit<br>staircases/<br>Routes etc.) | See building plans               |                             |
|   | <b>Automatic detection x</b>                         |                                |  |                                  |                             |
|   | <b>Smoke</b>   | x                              |  |                                  |                             |
|   | <b>Heat</b>  |                                |  |                                  |                             |

**IDENTIFY FIRE HAZARDS**

| <b>Sources of Ignition</b>   | <b>Sources of Fuel</b>  | <b>Sources of Oxygen</b>  |
|--|---|---|
| <i>Gas fired boilers<br/>           Faulty electrical appliances<br/>           Misuse of electrical appliances<br/>           Fixed electrical wiring installation<br/>           Arson<br/>           Contractors<br/>           Science demonstrations / practical, chemical agents</i> | <i>Furniture and furnishings,<br/>           Packaging<br/>           Paper, card and books etc.<br/>           Piped gas supply<br/>           Ink cartridges<br/>           Flammable liquids / chemicals</i> | <i>Trace amounts of oxidising agents in chemistry<br/>           laboratory</i> |

**PEOPLE AT RISK**

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| <b>People At Risk:</b>   | <b>Employees</b><br><b>Students</b><br><b>Parents</b><br><b>Visitors</b><br><b>Contractors</b> | <b>Maximum no of persons at any<br/>one time</b> | Staff: 25<br>Pupils: <b>350 (including<br/>         full-time and part-time<br/>         students)</b> |
| <b>Known special requirements:<br/>Mobility    Learning Disabilities<br/>Visual      Language Issues<br/>Hearing</b> | Parents who have limited command of English  |  |  |

## 1. MEANS OF ESCAPE AND ESCAPE TIMES

| Fire Safety (the issues)   | Control measures  | Yes /<br>No /<br>NA | Recommended Action and<br>Comments (by whom)  | When<br>(incl.<br>review<br>date)  |
|--|---|---------------------|---|--|
| Planned termly fire drills ( staff must be involved in at least one per annum)   | <p>Drills planned termly and results recorded in fire log book (date, time , evacuation time and any problems noted) and signed</p> <ol style="list-style-type: none"> <li>1. 2 x fire drills to be held each term</li> <li>2. Autumn term</li> <li>3. Spring term</li> <li>4. Summer Term</li> </ol> | YES                 | <p>Fire marshals are briefed and given designated posts on each floor.</p> <p>Movement of student from 2.3 should go down main staircase.</p>       | At least 5 times in the academic year                                    |
| <p>Action arising from the drill or changes that may be present since the last fire risk assessment.</p> <p>Are there any actions outstanding?</p> | Fire drills are formally reviewed to identify problems encountered and any further actions required.  | Yes<br><br>No       | <p>No issues identified from drills so far this academic year</p> <p>Will form part of H&amp;S Staff training w/c 1<sup>st</sup> September 2016</p> | Reviewed after each drill and to be reviewed again at start of each year |
| Who is in charge should the fire alarms go off?  | <p>Principal or Co Principal</p> <p>See school evacuation procedures</p>  | Yes                 | Principal/Co Principal/fire wardens   | Ongoing  |

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| <p>Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)</p> | <p>Adequate means of escape from all parts of premises. (2 exit routes from an area where &gt;60 people)<br/> Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed)<br/> Exit doors open in direction of travel</p> <p>Main routes and escape routes unobstructed and free from storage.</p> <p>The recommendation following a safeguarding review was to lock the side gate to the playground. This was part of the escape route from the hall. H&amp;S review recommended the decommissioning of this escape route. Also recommended that the fire assembly point at the back lane behind the college should be decommissioned and have only one assembly point by the ambulance station on Imperial drive.</p> | <p>Yes</p> | <p>Lower floor – main entrance leads to front of building.<br/> Fire exits 1<sup>st</sup> &amp; 2<sup>nd</sup> floor lead out of the college.<br/> Fire escapes checked daily and fire alarm is tested weekly – see fire alarm system test record.<br/> From 1<sup>st</sup> September 2016 the gate to the playground is now locked when the college is open. The fire exit signs have been removed from the hall into the playground. Doors will be locked for security and safety from W/E 24<sup>th</sup> February 2017. The escape route signs were checked to ensure that escape is now out of the hall and through the reception area. The fire assembly point at the back of the college by the back lane has also been decommissioned. At the staff meetings and student inductions sessions this was explained and students were walked through the new escape route.</p> | <p>Ongoing</p> |
| <p>How long does it take to evacuate everyone to a place of safety?</p>   | <p>Escape routes short enough to enable all people in the building to get to a place of relative safety in under 5 minutes.</p>  | <p>Yes</p> | <p>Monitor during fire drills<br/> As above – timings kept in H&amp;S folder</p>   | <p>Ongoing</p> |
| <p>What arrangements have been made to manage staff and visitors when evacuated to the assembly point</p>   | <p>Documented in site fire procedures member of staff responsible for picking up visitors book – Lynne to pick up visitors book</p>  | <p>Yes</p> | <p>College registers to be brought from admin office<br/> LRC class lists from reception and Visitors book</p>   | <p>Ongoing</p> |

| <b>Fire Safety (the issues)</b>   | <b>Control measures</b>   | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>                       | <b>When (incl. review date)</b>                   |
|---|---|----------------------|--|---|
| When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction? | All exit doors to be checked (operable and unobstructed) as part of daily opening up procedures and during daily checks<br>All Fire exits immediately openable without use of a key.<br>All exit routes available during extended use / lettings        | Yes                  | Additional signage placed.   | Ongoing   |
| What arrangements are made to ensure that fire doors close properly and have no damage?                         | Ensure all fire doors (i.e. internal doors leading onto escape routes) are identifiable with signage and have self closure fixed.<br>If there are any fire doors linked to the alarm system checks for correct operation made during weekly alarm test. | Yes                  | Daily checks are held  | Ongoing   |
| Are there any exceptions to fire doors being closed at all times?   | For operational reasons may be held open for <u>short</u> periods during occupied hours, always closed when site unoccupied.  | Yes                  | Only in very warm weather or movement of furniture or equipment        | To be reviewed July 2017                          |
| <b>2. FIRE DETECTION AND WARNING (Alerting building Occupants)</b>  |   |                      |  |   |
| How is the alarm raised?  | Main panel located basement cupboard<br>A plan of the break-glass call-points has been created for each floor<br>Staff and students instructed to give verbal warning to senior staff   | Yes                  | Regent College retains a maintenance contract with fire alarm company  | Ongoing and in conjunction with Fire Services Ltd |
| Are there places where the alarm might not be heard?<br>If so what action has been taken to correct this?       | Fixed time for weekly test when school adequately occupied to ensure full audio coverage.   | Yes                  | All areas of building have audible fire alarm                          | Ongoing   |
| How do staff and visitors know what to do if a fire occurs or the alarm is raised?                              | Fire action notices are posted by each call point and within classrooms.<br>Information provided to staff, contractors and hirers. Included at induction for all new staff<br>School procedures posted throughout site                                  | Yes                  | All rooms have notices<br>Staff/student induction<br>Fire escape signs | Ongoing and feedback after each drill             |
| <b>Fire Safety (the issues)</b>   | <b>Control measures</b>   | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>                       | <b>When (incl. review date)</b>                   |

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| How do you ensure that the fire alarm is tested each week?<br>Where is it recorded?<br>Is each call point checked over time? | Weekly call point test, testing different call point each week on cyclical basis.<br>Each call point is numbered and marked on floor plan. | Yes | Delegated in the main responsibility document.<br>Recorded in H&S folder<br><br>Caretaker checks call points as part of her daily duties. Robert completes tests and records | New floor plan has been drawn to show structural changes to sickroom                              |
| What arrangements are there for having the complete alarm system serviced by a competent contractor?                         | Maintained and serviced regularly by (annually)<br>Record kept by school in fire log book  | Yes | Walker Fire (UK) has now been replaced by Fire training and Services UK Ltd. and complete fire alarm service and emergency light service and certification                   | Completed annually and contacted if issues arise  |
| Where can a fire start without being noticed straight away?  | <ul style="list-style-type: none"> <li>E.g. boiler room, voids etc.</li> <li>Are items of ignition stored in this area?</li> </ul>         | Yes | Cellar.<br><br>There is a tv camera that is monitored when the building is occupied.   | Inspected when opened and closed during the day and at end of day and as part of daily H&S checks |
| <b>3. SOURCES OF IGNITION (Check, inspect and control)</b>   |  |     |  |   |
| Electrical instillation condition  | <b>Carried 24<sup>th</sup> October 2012 valid until Sept 2017 (recommended within 5 years)</b><br>Records maintained and kept in H&S file  | Yes | Ongoing – risk assessment checks   | Ongoing   |

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| Naked flame risks   | Those curriculum activities in science (e.g use of heat / Bunsen burners) are supervised and strictly controlled by staff<br>Fire Fighting Equipment is available in lab  | Yes                  | Bunsen burners only used in presence of teaching staff in chemistry lab<br><br>Fire fighting equipment available at all times  | On going                        |
| <b>Fire Safety (the issues)</b>                                 | <b>Control measures</b>   | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>   | <b>When (incl. review date)</b> |
| Security and reducing arson risk                                | All visitors required to sign in /out of building<br><br>All staff and students are required to wear ID badges<br><br>Staffed reception at entrance. Other means of entrance to the building minimized<br><br>Use of CCTV in car park<br><br>Bins located away from building<br><br>Security alarm system when building is locked at night.   | Yes                  | All control measures are in place  | On going                        |
| Faulty electrical appliances<br>Misuse of electrical appliances | Annual portable appliance testing by competent person.<br><b>Date of last test:</b> 03/11/2016<br><br>Should any additional electrical appliances be brought on to site (e.g. by staff) these should be included in the inventory and maintenance regime.<br><br>Termly inspection of rooms by teaching staff / departments. Staff to report any damage via repairs request form to site Manager.<br><br>Visual check / inspection of equipment by staff before use / issue to pupils<br><br>Staff to ensure sockets not overloaded and minimise use of extension leads |                      | PAT testing completed 03 <sup>rd</sup> November 2016<br>Documents in file<br><b>Valid until 3<sup>rd</sup> November 2017</b><br><br>Termly site surveys are completed to identify faults and problems these are recorded and when resolved<br><br>Staff induction/training | On going                        |
| <b>Fire Safety (the issues)</b>                                 | <b>Control measures</b>   | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>   | <b>When (incl. review date)</b> |

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| Use of fixed / portable heaters                     | Staff advised to keep away from combustibles and not to leave on when area unoccupied.<br>Ensure vents are kept clear<br>Portable appliance testing carried out annually | Yes | Monitor use of portable heaters ( fan heaters etc.) by teachers who use in classrooms and admin staff at reception and offices<br><br>Caretaker checks all portable heaters are off when closing building | As required                 |
| Smoking   | No smoking site (healthy school) – ensure signage to this affect is at school entrance. All contractors and visitors aware.  |     | No smoking signs and enforced by all staff  | Part of policy and practice |
| Cooking and kitchen use                             |  | N/A | N/A   | N/A                         |
| Kiln use  |  | N/A | N/A   | N/A                         |
| Science demonstrations / practical, chemical agents | Supervision of students by qualified science teachers  | Yes | Covered by Science Laboratory Risk Assessment   |                             |

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| <p>Gas fired boilers<br/>Boiler / plant rooms</p> | <p>Annual service by gas safety registered contractor (formally CORGI)<br/><b>Date of service: 2<sup>nd</sup> July 2016</b><br/>No combustible storage in area.<br/>Plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations.<br/>Site manager has a system for monitoring such areas (weekly) for unauthorised storage..</p> | <p>Yes</p> | <p>Contract with Worchester twice a year to inspect and service boilers located – ground floor in girl's toilet, 1<sup>st</sup> floor Kitchen<br/>2<sup>nd</sup> floor girl's toilet<br/>Renewal certificates on file</p> | <p><b>Valid until July 2017</b></p> |
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**4. COMBUSTIBLE MATERIALS (Remove, reduce and control)**

| <p><b>Fire Safety (the issues)</b></p> | <p><b>Control measures</b></p> | <p><b>Yes / No / NA</b></p> | <p><b>Recommended Action and Comments (by whom)</b></p> | <p><b>When (incl. review date)</b></p> |
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| Piped gas supplies   | <p>No unauthorized access to laboratories / workshops except under the supervision of specialist teaching staff.</p> <p>Gas isolation points clearly signed / accessible and under easy control of teachers in curriculum areas.</p> <p>Gas and electrical equipment maintained –</p> | Yes | <p>Labs only accessible with specialist science teachers<br/>Chemistry tech comes in when required to prepare practical lessons and maintains equipment</p> <p>Lab risk assessment in place from 2<sup>nd</sup> September 2015 to be reviewed September 2016. Reviewed monthly from January 2017.</p> <p>Fume cupboard certificate of inspection valid from 21<sup>st</sup> February 2015</p> | <p>On going</p> <p><b>Inspection to be looked at W/C 20<sup>th</sup> February 2017 by Lab Staff.</b></p> |
| Storage of combustible materials e.g. xmas decorations, paper, packaging, scenery /props and spare furniture | <p>Stored only in appropriate locations and away from sources of ignition i.e. designated stores not in boiler/electrical rooms</p> <p>Stock kept to a minimum and stored in dedicated areas</p> <p>Voids not used for storage</p>  | Yes | <p>All paper stores ect are kept in designated locked storage area – accessed only by authorised staff</p> <p>Minimal paper stock kept and ordered as required</p> <p>Emergency exits kept clear</p>  | On going   |
| External waste storage   | <p>Waste stored away from buildings/ in an enclosed area and wheeled bins secured</p> <p>All combustible waste regularly removed</p> <p>Skips lidded and kept away from buildings (6M)</p>  | Yes | <p>Waste is collected once a week by specialists waste contractors</p> <p>Bins located away from building and locked each evening by caretaker</p>  | As per contract  |
| Control / disposal of waste  | Competent contractor used to dispose of waste, regular collections.   | Yes | Harrow waste service are contracted to remove all waste as required   | As above   |

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| Cleanliness of the premises                     | General good housekeeping rooms maintained in tidy condition, no accumulation of materials in working areas.<br>Regular and safe disposal of waste.<br>Stocks of materials kept to a minimum | Yes                  | Caretaker cleans all areas of the building each morning and evening<br><br>High standards of cleanliness are maintained | Ongoing – daily                 |
| <b>Fire Safety (the issues)</b>                 | <b>Control measures</b>  | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>  | <b>When (incl. review date)</b> |
| Effective control of storage                    | Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources<br><br>No unauthorised access possible  | Yes                  | All cleaning chemicals are stored in dedicated storage areas accessible only by authorised staff                        | On going                        |
| Storage of coats and clothing in communal areas | N/A  |                      | N/A   | N/A                             |
| Textiles, curtains and displays                 | Hall / drama curtains flame retardant<br><br>No displays / curtains etc in close proximity to heat sources (ovens in food tech, above benches where Bunsen's may be used etc.)               |                      | N/A   | N/A                             |
| Gas cylinders /cartridges                       | No gas cylinders on site<br>Minimal amount stored on site of cartridges and kept in locked stock cupboard  |                      | As per control measures   | Ongoing                         |
| <b>Fire Safety (the issues)</b>                 | <b>Control measures</b>  | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>  | <b>When (incl. review date)</b> |

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| Storage / use of flammable liquids chemicals  | All containers labelled appropriately<br>Good ventilation must be ensured when flammable or volatile liquids are used.  | Yes                  | All cleaning chemicals are purchased with manufacturer's instructions for proper used and labelled accordingly | ongoing  |
| <b>5. SOURCES OF OXYGEN (reduce)</b>  |   |                      |  |  |
| Reducing potential sources of oxygen to a fire  | Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours   |                      | All fire doors are closed by caretaker at night as well as all windows   | Ongoing  |
| Oxygen cylinders  | Stored chained / on trolley away from exit routes mark location on plan / site staff aware of location  |                      | N/A  | N/A  |
| <b>6.STRUCTURAL FEATURES (Control fire spread)</b>  |   |                      |  |  |
| <b>Fire Safety</b> (the issues)   | <b>Control measures</b>   | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>   | <b>When (incl. review date)</b>  |
| Are there easy paths through which fire and smoke can spread?<br>e.g. Open stairways, ill fitting / open doors (in particular cross corridor / stairwell) | Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed)  | Yes                  | Fire doors in place – no alterations have been since building occupied by RTC Education Ltd                    | Yes  |
| Identify any holes in wall / ceiling<br>E.g. In partition walls around pipe work and cables   | Caretaker to inspect buildings for damage (conducts monthly checks on premise) and monitor all recent work which may have made holes in walls or damaged any fire resistant wall/ceiling linings e.g. cable / pipework installation<br><br>These must be filled to help prevent the spread of fire. | Yes                  | Checked during general risk assessment and daily checks  | Daily Check.<br>If major fixed by maintenance within week.<br>If not noted on maintenance list for next break. |
| Combustible materials covering substantial wall/ceiling areas   | Keep displays to appropriate size (particularly in circulation spaces / corridors) and away from heat sources (ovens in food tech, above benches where Bunsen's may be used etc.)   | Yes                  | Designated displays of academic content – kept to a minimum  | Ongoing and part of daily checks   |
| <b>7. SIGNAGE / LIGHTING</b>  |   |                      |  |  |

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| Where are the fire assembly points? How are people aware?   | <p><b>Detail assembly point location:</b></p> <p>Information provided to staff, contractors and hirers</p> <p>Fire action notices</p> <p>School procedures posted throughout site</p>  | Yes                  | <p>Fire assembly point outside main entrance to school front of building. Fire procedure posted in each room</p> <p>Fire drill 'walk-through' conducted at student and staff induction – all taken to fire assembly points</p>                                 | Ongoing  |
| <b>Fire Safety</b> (the issues)   | <b>Control measures</b>  | <b>Yes / No / NA</b> | <b>Recommended Action and Comments (by whom)</b>   | <b>When (incl. review date)</b>                                    |
| <p>Is there adequate signage in place?</p> <p>In particular in those areas used for lettings / activities outside of school hours</p> | <p>All fire exit doors are clearly marked.</p> <p>Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5449). These may be seen with or without directional arrows.</p> <p>Signs in positions where they can be clearly seen (overprovision of signs causing confusion causing confusion should be avoided)</p> <p>All fire signs conspicuous</p>  | Yes                  | <p>All fire routes and exits are clearly sign posted</p> <p>Fire exits signs are compliant but additional signs to be installed</p>  | Ongoing  |
| <p>Are all fire escape routes adequately lit?</p> <p>What arrangements are there for checking the emergency lighting?</p>             | <p>Where ambient light is not sufficient torches may be acceptable for trained staff to use.</p> <p>All emergency light fittings to be marked on plan.</p> <ul style="list-style-type: none"> <li>• Caretaker to check operation of emergency lighting units monthly. Ensure record of check made in fire logbook.</li> <li>• A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook.</li> <li>• New emergency lighting has been installed to replace faulty lights. Documented in H&amp;S file.</li> </ul> | Yes                  | <p>Emergency lights maintained and tested.</p> <p>Fire exits checked each day by caretaker and on risk assessment surveys and daily H&amp;S checks. Lights will be put on timer to come on at 4pm and go off at 7am from W/E 24<sup>th</sup> February 2017</p> | At least once every half-term for General and fire risk assessment |

## 8. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)

| Fire Safety (the issues)  | Control measures  | Yes / No / NA | Recommended Action and Comments (by whom)                                 | When (incl. review date) |
|---|---|---------------|---|--------------------------|
| How often and by whom is the fire equipment checked?  | <p>Caretaker checks extinguishers weekly to ensure they're in place, not blocked / obscured and tampered with.</p> <p>Extinguishers are inspected annually by a competent engineer.<br/> <b>Date of last inspection: 1<sup>st</sup> December 2016</b><br/> <b>Next Inspection: December 2017</b></p>  | Yes           | <p>Site survey completed</p> <p>Extinguishers are inspected annually.</p> | Annually                 |
| <p>Is there at least one water extinguisher placed for each 200 metres of floor space? (Should always be sited so that no person need travel more than 30 metres to reach an extinguisher)</p> <p>Minimum of 2 per floor unless it is an upper floor less than 100m<sup>2</sup></p> | <p>Fire extinguisher company ensured adequate extinguisher provision</p> <p>Only to be used by staff who have received instruction on their use.</p> <p>Extinguishers are fixed near exit doors / on escape routes. Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p> <p>Extinguishers are appropriate for local risks:</p> <p>Fire blankets provided in laboratories, heat bay and kitchen / food tech areas.</p> <p>CO2 throughout appropriate for electrical risk</p> <p>Science Labs- Co2 and fire blanket (sand available where metals used)</p> | Yes           | Floor plan completed and kept in H&S folder                               | Annually                 |
| Is there a hose reel in place?  | Consider removal as these should not be utilised by staff for fighting fires. Contact fire & rescue in writing for authorisation to remove.   | N/A           | N/A   | N/A                      |
| Are there any dry/wet risers? (Hose attachment points for the fire service)   | <p><i>Check risers are tested annually by the fire service. Check for record in fire log book.</i></p> <p><i>Dry and wet risers must be labelled 'dry riser' or wet riser' as appropriate. (red fire fighting equipment safety signs)</i></p>   | N/A           | N/A   | N/A                      |

**ADDITIONAL COMMENTS & OBSERVATIONS:** (include any additional issues identified and actions that require escalation to the next level of management)

1. Full Risk Inspection including fire risk assessment took place on 17<sup>th</sup> February 2017 will be updated monthly
2. Change of responsibility for H&S was passed from Mr Stephen Hurl from 5<sup>th</sup> January 2017 to Mr Guy Nelson Co-Principal

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| <b>Assessed by (name &amp; position)</b><br>Guy Nelson Co-Principal | <b>Signature</b> | <b>Date:</b><br>20 <sup>th</sup> March 2017 | <b>Next Review Due</b><br>20 <sup>th</sup> April 2017 |
| <b>Review by (name &amp; position)</b><br>Peter Holiday COO         | <b>Signature</b> | <b>Date:</b>                                | <b>Next Review Due</b><br>20 <sup>th</sup> April 2017 |