

Fire Risk Assessment

Assessment assigned to Mercer's Wood Academy



Assessor: Paul Turner
Organisation: Tall Oaks Academy Trust
Address:

Date of Site Visit 12/05/2022

Premises Category Assembly and Recreational
Premises Sub-category EL:_School

Responsible Person: Mrs Susan Wilson - Mr Paul Turner
Day to day Management: Mr Paul Turner
Person(s) met: Self Assessment

Risk Assessment status: Complete
Last reviewed: 14 May 2022



Introduction

The observations and recommendations contained in this report have regard to the circumstances found at the time of the Fire Risk Assessment survey and are subject to an ongoing audit process. All the findings are made without prejudice to any requirements which may be made by the Local Fire Authority, the Health and Safety Executive or the Local Authority in pursuance of their respective legislation.

General

In general, the fire safety provisions at Tall Oaks Academy Trust [Mercer's Wood Academy] were and the organisation is striving to demonstrate a due regard to both fire and health and safety issues. These will contribute to the overall safety of persons resorting to the premises. Any deficiencies will create an action plan for remedy, with automatic programmed reminders generated by Smartlog™, when this action has been completed a record will automatically be created.

Premises Description

How many buildings are included in this risk assessment?	2
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Mercer's Wood Academy School (Main Building)

How many storeys (floors) are there in the building?	3
Is there a basement?	Yes
Is there a loft?	Yes
What is the approximate total area of all floors you occupy?	1605 m²
How many staircases does the premises have?	5
How many final exit doors are there?	8

Mercer's Wood Academy School (Foundation Building)

How many storeys (floors) are there in the building?	2
Is there a basement?	Yes
Is there a loft?	Yes
What is the approximate total area of all floors you occupy?	503 m²
How many staircases does the premises have?	1
How many final exit doors are there?	3

Description of Premises:	The site consists of two buildings: - The main school-This is mainly ground floor but has four small first floor areas and a basement boiler room. The Foundation Building-This is a ground floor building with a basement boiler room. Both buildings are traditionally constructed with brick walls and pitched tiled roofs
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The following fire risk category has been given to the workplace after all the guidance has been adhered to within the online Fire Risk Assessment and a full evaluation of the risks in relation to life and property have been considered and are deemed to be at an acceptable level with the control measures in place.

Fire Risk Category:	Not set
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Relevant Persons

For this type of occupancy, would you say that the occupants of your premises are:	Above average mobility
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What is the maximum number of people likely to be accessing the building at any one time? 30 Staf

Do people sleep on site?	No
Is the workplace used by any persons with a disability including a learning disability?	Yes
Is the workplace used by any persons that are currently pregnant or a new mother?	Yes
Is the workplace used by any persons that are under 18 years old?	Yes
Is the workplace used by any persons that could be under the influence of alcohol or drugs?	No

Description of the relevant persons

USE OF PREMISES The premises are used as a school for children aged from 4 to 11. A number of children have learning disabilities but are under constant supervision whilst ion the premises. One staff member is classes as disabled but mobility levels are adequate to evacuate the building.

History/Enforcement Action

Has there ever been a fire at the premises?	No
Has enforcement action ever been taken against the premises or the responsible person by the fire service?	No
Are there any pending action imposed by the local authority – improvement notices etc?	No

Co-ordination & Cooperation

Do you share the workplace with others i.e. lettings?	No
Do you have direct control over the workplace?	Yes

Questions

	Question	Note	Rating	Amended By
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Maintenance & Testing

Fire Alarm System				
1	Has the fire alarm system been subjected to a periodic maintenance inspection by a competent person in the last 6-12 months?	Yes	Low	Paul Turner on 14/05/2022
2	Is the fire alarm tested on a weekly basis?	The Fire Alarm system is tested every week generally on a Tuesday at 1615	Low	Paul Turner on 14/05/2022

Emergency Lighting

	Question	Note	Rating	Amended By
3	Has the emergency lighting system been subjected to a periodic maintenance inspection by a competent person in the last 12 months?	EM Lighting is tested annually by LDD Electrical	Low	Paul Turner on 14/05/2022
4	Is the emergency lighting system tested on a monthly basis?	The site Manager carries out a monthly flick test & a 3 monthly 1 hour test of all EM lighting.	Low	Paul Turner on 14/05/2022
Fire Extinguishers				
5	Have the fire extinguishers been subjected to a periodic (annual) maintenance inspection by a competent person in the last 12 months?	All fire appliances are tested annually by CHUBB Fire and Security	Low	Paul Turner on 14/05/2022
6	Is a visual check of all fire extinguishers carried out on a monthly basis?	The Site Manager checks all Fire extinguishers on a weekly basis	Low	Paul Turner on 14/05/2022
Electrical Safety				
7	Has the condition of the electrical installation(s) been inspected by a competent person?	Both buildings are inspected every 5 years by a qualified electrician - Next due Oct 2025	Low	Paul Turner on 14/05/2022
8	Have all portable electrical equipment been subjected to a periodic inspection?	All Portable appliances are checked annually by a qualified PAT tester,	Low	Paul Turner on 14/05/2022
Gas Safety				
9	Has the gas pipework and appliances i.e. boilers, heaters been checked by a Gas Safe accredited engineer in the last 12 months?	All Gas services are inspected annually by SAC Boiler Plant	Low	Paul Turner on 14/05/2022
Fixed Fire-fighting Equipment				
10	Are fixed fire-fighting systems in working order?		N/A	Paul Turner on 14/05/2022
Lightning Protection				
11	If there is a lightning protection system installed, has it been subject to testing in the last 11 months?	Inspected by Test Strike every 11 months	Low	Paul Turner on 14/05/2022
Fire Detection & Warning System				
12	Is there adequate means for detecting fire and alerting all relevant persons to the presence of a fire within the premises?	A branded new fire alarm system has been installed and commissioned to L2 - BS5839 - 10 Sep 2021. There is currently an earth fault in the foundation building but this does no compromise the fire detection systems in place.	Low	Paul Turner on 14/05/2022
13	Can the fire alarm be raised without placing anyone in danger or at risk?	There is a call point installed at every exit point from each building.	Low	Paul Turner on 14/05/2022

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14	Are the manual call points (red break glass) clearly visible and unobstructed?	Yes	Low	Paul Turner on 14/05/2022
15	Does the fire alarm panel have an adequate power supply and in a healthy state?	At the time of inspection the Main Panel has insufficient battery capacity and requires larger batteries to at least 10 ah.	Tolerable	Paul Turner on 14/05/2022

Emergency Routes & Exits

16	Are the escape routes and exits adequately illuminated?	Yes	Low	Paul Turner on 14/05/2022
17	Are there a sufficient number of exits of suitable width for the people likely to be present?	Yes	Low	Paul Turner on 14/05/2022
18	Do final exits lead to a place of safety?	Yes	Low	Paul Turner on 14/05/2022
19	Do travel distances exceed the suggested length for the purpose group?	No	Low	Paul Turner on 14/05/2022
20	Are all gangways and escape routes free from obstructions, tripping and slipping hazards?	Yes	Low	Paul Turner on 14/05/2022
21	Are the internal steps and stairs in a good state of repair?	Yes	Low	Paul Turner on 14/05/2022
22	Have the external staircases been subjected to a periodic inspection by a competent person?	There are no external staircases used to evacuate the building.	Low	Paul Turner on 14/05/2022
23	Are final exits always unlocked when the premises are occupied?	Yes	Low	Paul Turner on 14/05/2022
24	Are all final exit doors fitted with a single action device, capable of being opened immediately and without the use of a key?	Yes	Low	Paul Turner on 14/05/2022
25	Are the self-closing devices on doors operating correctly?	Yes	Low	Paul Turner on 14/05/2022
26	Do the doors on the escape route open in the direction of travel?	The EYFS door opens inwards - all other doors open in the direction of travel.	Tolerable	Paul Turner on 14/05/2022
27	Are the escape routes adequately indicated by signage?	Yes	Low	Paul Turner on 14/05/2022
28	Are fire action notices on display on the escape routes throughout the workplace?	Yes	Low	Paul Turner on 14/05/2022
29	Are inner rooms & dead end situations adequately protected?	Yes	Low	Paul Turner on 14/05/2022

Means of Fire-fighting

30	Are there an adequate number of suitable fire extinguishers for the risk?	Yes	Low	Paul Turner on 14/05/2022
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	Question	Note	Rating	Amended By
31	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Low	Paul Turner on 14/05/2022

Fire Risk Reduction

32	List the flammable materials, gases or liquids that are stored or used on the premises and include where they are located and the quantity.	Some non flammable paints A maximum of 5 liters of fuel (Petrol) Up to 1ltr of white spirits All items are stored in a metal COSHH locker behind a locked metal door	Tolerable	Paul Turner on 14/05/2022
33	Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored?	Yes	Low	Paul Turner on 14/05/2022
34	Is there a safe system for disposal of waste flammable materials, gases and liquids?	Yes	Tolerable	Paul Turner on 14/05/2022
35	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes Some portable heaters are in use during the winter month - a thorough check of all areas is completed each day before closing the building.	Tolerable	Paul Turner on 14/05/2022
36	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes	Low	Paul Turner on 14/05/2022
37	Are electrical cables/flexes run in safe places to protect them from damage?	Yes	Low	Paul Turner on 14/05/2022
38	Is upholstered furniture in a good condition?	Yes	Low	Paul Turner on 14/05/2022
39	Is the workplace free from rubbish and combustible waste materials?	Yes - All waste is removed at the end of each day and the main bins are stored away from the building behind a locked gate	Low	Paul Turner on 14/05/2022
40	Is there a designated smoking area? Are sufficient ashtrays provided?	No smoking is permitted anywhere on site	Low	Paul Turner on 14/05/2022
41	Have suitable measures been taken to protect against the risk of arson?	Yes	Tolerable	Paul Turner on 14/05/2022
42	Do cooking activities take place on site? Are they adequately managed, protected and separated from other parts of the premises?	There are two kitchens in use that are adequality supervised during use and processes are risk assessed separately	Tolerable	Paul Turner on 14/05/2022
43	Are there any activities/procedures that produce heat. i.e. welding/laminating etc?	No	Low	Paul Turner on 14/05/2022
44	Is there a permit to work/hot work permit scheme in place?	Yes - as needed - but generally no hot works are carried out on the premies	Low	Paul Turner on 14/05/2022

	Question	Note	Rating	Amended By
Risk of Fire Spread				
45	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes - All internal class room doors have had new smoke seals installed in Oct 2021 with new door handles and kick plates also added. Compartmentation is maintained as much as practically possible given the age and design of the premises - additional early detection has been installed to lower risk.	Low	Paul Turner on 14/05/2022
46	Are the fire doors in good condition?	All doors upgraded in Oct 2021	Low	Paul Turner on 14/05/2022
47	Are the fire doors held open?	The main compartmentation doors are due to be installed in may 2022 with magnetic hold backs linked to the new fire alarm system. There is usage of some door wedges during room occupancy.	Tolerable	Paul Turner on 14/05/2022
48	Are there facilities for the control of smoke installed within the building?	No	Tolerable	Paul Turner on 14/05/2022
49	Do electrical/service cupboard doors have adequate fire resistance and appropriate ironmongery?	Yes	Low	Paul Turner on 14/05/2022
50	Are the fire doors furnished with the required signage?	Yes	Low	Paul Turner on 14/05/2022
Fire Safety Arrangements				
51	Is there an adequate emergency plan/evacuation strategy in place?	Yes	Low	Paul Turner on 14/05/2022
52	Is a copy of the emergency plan/evacuation strategy available outside of the workplace?	Yes	Low	Paul Turner on 14/05/2022
53	How is the emergency plan/evacuation strategy shared with all employees?	Electronically via the T drive and briefed each year during annual training.	Low	Paul Turner on 14/05/2022
54	Has a fire evacuation drill been carried out periodically within the last 6 months?	Yes	Low	Paul Turner on 14/05/2022
55	During the evacuation drills, are all persons out of the premises within the recommended time for the purpose group?	Yes	Low	Paul Turner on 14/05/2022
56	Is there a process for identifying all relevant persons who require a Personal Emergency Evacuation Plan (PEEP)?	Yes	Low	Paul Turner on 14/05/2022
57	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed?		N/A	Paul Turner on 14/05/2022
58	Are there any disabled refuge points available?		N/A	Paul Turner on 14/05/2022
59	Have all employees been provided with adequate fire safety training at the point of induction and periodically thereafter?	Yes - every year and during induction.	Low	Paul Turner on 14/05/2022

	Question	Note	Rating	Amended By
60	Have employees received training in the recognition and correct use of fire extinguishers?	Yes - Annually during training	Low	Paul Turner on 14/05/2022
61	Have fire wardens been appointed and received adequate training to perform this role?	There is currently on one trained fire warden on the premises. I recommended further formal training is provided to key staff	Low	Paul Turner on 14/05/2022

Fire Service Access/Liaison

62	Has the local fire service been advised of any changes to the building, occupancy or storage of highly flammable or explosive materials?	No significant changes to the building layouts since the last visit	Tolerable	Paul Turner on 14/05/2022
63	Is access for fire service vehicles adequate?	There are double gates giving access to the playground and providing suitable access to both buildings.	Low	Paul Turner on 14/05/2022
64	Are there any additional comments or significant findings to record?		N/A	Paul Turner on 14/05/2022

Insurance companies employ fire surveyors who have experience of all aspects of fire safety including the installation and maintenance of sprinkler systems, automatic fire detection and alarm systems, fixed fire-fighting installations etc and they are usually happy to offer free advice on such matters.

Carrying out a fire risk assessment is not a one-off exercise. Assessments should be reviewed (repeated) on a regular basis, especially following any significant changes.

The circumstances in the workplace may change with time. The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees are exposed.

The risk assessment should:

- recommend the remedial action required to remedy all the faults identified by the assessment
- set dates by which such action should be completed
- make recommendations as to any new fire protection measures or systems that should be introduced
- set dates by which the new fire protection measures or systems should be introduced
- set the date of the next review (not more than 12 months)

Remember you must keep a constant look out for any possible hazards and implement control measures to reduce or remove the risk of the hazard becoming a threat.

Images

Documents

Question number	File name	Link
1	31462239_CHB.pdf	https://sl.safesmart.co.uk/img/risk/6334/31462239_CHB13a.pdf
1	31526241_CHB.pdf	https://sl.safesmart.co.uk/img/risk/6334/31526241_CHB7d5.pdf
3	GN463B - PO2493 - Mercers Wood Academy, Ropery Road, Gainsborough DN21 2PD - EMG light test (10940826).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN463B - PO2493 - Mercers Wood Academy, Ropery Road, Gainsborough DN21 2PD - EMG light test (10940826)47c.pdf

7	MWA KS1 Annex EICR_Ref71974861 (Due 15 Oct 2025).pdf	https://sl.safesmart.co.uk/img/risk/6334/MWA_KS1_Annex_EICR_Ref71974861 (Due 15 Oct 2025)bec.pdf
9	Andrews x2 - SKM_C224e21091623260.pdf	https://sl.safesmart.co.uk/img/risk/6334/Andrews_x2 - SKM_C224e2109162326052c.pdf
9	MWA - Boiler Plant Servicing 15 Sep 2021.pdf	https://sl.safesmart.co.uk/img/risk/6334/MWA - Boiler Plant Servicing 15 Sep 202124f.pdf
9	27 Oct 2021 - mercer's wood boilers cert.pdf	https://sl.safesmart.co.uk/img/risk/6334/27 Oct 2021 - mercer's wood boilers cert75f.pdf
11	20220214-CERSTS019178-Test-Inspect-Mercers_Wood_Academy-TS001v3_Test_and_Inspect_.pdf	https://sl.safesmart.co.uk/img/risk/6334/20220214-CERSTS019178-Test-Inspect-Mercers_Wood_Academy-TS001v3_Test_and_Inspect_f20.pdf
12	certificate-facom-20210913210650.pdf	https://sl.safesmart.co.uk/img/risk/6334/certificate-facom-202109132106501e4.pdf
52	Fire Evacuation Plan - MWA - Sep 2022.docx	https://sl.safesmart.co.uk/img/risk/6334/Fire Evacuation Plan - MWA - Sep 20222cd.docx

Actions

Check name	Check desc	Due	Associated question
Fire Alarm System	Ref: Check created from Risk Assessment: Fire Risk Assessment (Mercer's Wood Academy) TDK to provide larger batteries	14/05/2022	15 - Tolerable Risk