

Fire Risk Assessment

Assessment assigned to Castle Wood Academy



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

Date of Site Visit: 17/03/2023
Opening / Operating Hours: 0545 - 1815

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

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

Risk Assessment status: Complete
Last reviewed: 03 May 2023



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 [Castle Wood Academy] were satisfactory 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?	1
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Castle Wood Academy School

Year of Construction?	2015 + 2020 (for extension)
How many storeys (floors) are there in the building?	1
Is there a basement?	No
Is there a loft?	No
What is the approximate total area of all floors you occupy?	1840 m ²
How many staircases does the premises have?	0
How many final exit doors are there?	28
Is there controlled access?	yes
Location of nearest hydrant	School Car Park

Description of Premises:	Castle Wood School is a modern detached ground floor primary school. The school has a central corridor which gives access to all classrooms. Each class room has its own fire exit providing quick access to dedicated Fire Assembly points at each side of the building
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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
What is the maximum number of people likely to be accessing the building at any one time?	620 - D
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	280 children 40 Staff 300 visitors No persons specifically at risk

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?	Yes
Do you have direct control over the workplace?	Yes

Questions

	Question	Note	Rating	Amended By
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?	Pass Last inspection 11 April 2023 Next in spection due - Oct 2023	Low	Paul Turner on 03/05/2023
2	Is the fire alarm tested on a weekly basis?	Yes - The Site Manager Carries out a weekly test of the fire alarm system and records the findings on smartlog. A diffrent Call Point is checked each week	Low	Paul Turner on 03/05/2023
Emergency Lighting				
3	Has the emergency lighting system been subjected to a periodic maintenance inspection by a competent person in the last 12 months?	Yes - The last inspection was completed by LDD electrical in Feb 2023. Next due Feb 2024	Low	Paul Turner on 03/05/2023

	Question	Note	Rating	Amended By
4	Is the emergency lighting system tested on a monthly basis?	Yes - The Site Manager checks EM lighting on a monthly and 3 monthly basis. Monthly flick test 3 monthly for 1 hour	Low	Paul Turner on 22/05/2022

Fire Extinguishers

5	Have the fire extinguishers been subjected to a periodic (annual) maintenance inspection by a competent person in the last 12 months?	Last Inspected 10/08/2022 by Advanced Fire Protection Next due August 2023	Low	Paul Turner on 03/05/2023
6	Is a visual check of all fire extinguishers carried out on a monthly basis?	A visual Inspection of all Fire Extinguishers and Fire Blankets is carried out on a weekly basis by tyhe Site Manager - Findings are recorded on SMARTLOG	Low	Paul Turner on 03/05/2023

Electrical Safety

7	Has the condition of the electrical installation(s) been inspected by a competent person?	Last inspected Oct 2020 Next Due 26 Oct 2025	Low	Paul Turner on 24/05/2022
8	Have all portable electrical equipment been subjected to a periodic inspection?	Yes Last checked Feb 2022	Low	Paul Turner on 24/05/2022

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?	Boiler Palnt - Last inspected 15 Sep 2022 Comment from the Site Manager at the time the RA was conducted: • Notes: Nothing Flammable kept in Boiler room anymore. • Due: 19/03/2023 • Recorded by: Kev Swetman • Recorded on: 20/03/2023 07:04:30 Result: Pass	Low	Paul Turner on 20/03/2023
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Fixed Fire-fighting Equipment

10	Are fixed fire-fighting systems in working order?	Yes - Castle Wood School is fitted with a reguarly maintained sprinkler system with a seperate pump house. Sprinkler System Pump(Minor) Compco Ltd Annually 16/02/2023 Sprinkler System (Minor) Annually 13/02/2023 Sprinkler System Pump(Major) Compco Ltd Annually 05/08/2022 Sprinkler System (Major) Annually 25/08/2022 Next inspection due August 2023 - (Major)	Low	Paul Turner on 03/05/2023
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Lightning Protection

	Question	Note	Rating	Amended By
11	If there is a lightning protection system installed, has it been subject to testing in the last 11 months?	Pass - Last checked 02 Feb 2023 - PTSG Deficiencies found but these were rectified 16 Feb 2023	Low	Paul Turner on 19/03/2023

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?	Yes - Castle Wood School is fitted with a regularly serviced fire alarm system that is maintained on a 6 monthly/annual basis.	Low	Paul Turner on 03/05/2023
13	Can the fire alarm be raised without placing anyone in danger or at risk?	Yes	Low	Paul Turner on 22/05/2022
14	Are the manual call points (red break glass) clearly visible and unobstructed?	Yes	Low	Paul Turner on 22/05/2022
15	Does the fire alarm panel have an adequate power supply and in a healthy state?	Yes - as indicated in the annual inspection	Low	Paul Turner on 22/05/2022

Emergency Routes & Exits

16	Are the escape routes and exits adequately illuminated?	Yes	Low	Paul Turner on 22/05/2022
17	Are there a sufficient number of exits of suitable width for the people likely to be present?	Yes	Low	Paul Turner on 22/05/2022
18	Do final exits lead to a place of safety?	Yes	Low	Paul Turner on 22/05/2022
19	Do travel distances exceed the suggested length for the purpose group?	No	Low	Paul Turner on 22/05/2022
20	Are all gangways and escape routes free from obstructions, tripping and slipping hazards?	Yes	Low	Paul Turner on 22/05/2022
21	Are the internal steps and stairs in a good state of repair?		N/A	Paul Turner on 22/05/2022
22	Have the external staircases been subjected to a periodic inspection by a competent person?		N/A	Paul Turner on 22/05/2022
23	Are final exits always unlocked when the premises are occupied?	Yes	Low	Paul Turner on 22/05/2022
24	Are all final exit doors fitted with a single action device, capable of being opened immediately and without the use of a key?	Reception and Entrance to be reviewed All doors outside reception leading outside have auto release locks when fire alarm activated(NO key or pass needed).	Tolerable	Paul Turner on 20/03/2023
25	Are the self-closing devices on doors operating correctly?	Yes - all corridor self closing doors were operating correctly at the time of assessment	Low	Paul Turner on 22/05/2022
26	Do the doors on the escape route open in the direction of travel?	Yes	Low	Paul Turner on 22/05/2022

	Question	Note	Rating	Amended By
27	Are the escape routes adequately indicated by signage?	Yes all signs are visible and appropriately placed	Low	Paul Turner on 22/05/2022
28	Are fire action notices on display on the escape routes throughout the workplace?	Yes	Low	Paul Turner on 22/05/2022
29	Are inner rooms & dead end situations adequately protected?		N/A	Paul Turner on 22/05/2022

Means of Fire-fighting

30	Are there an adequate number of suitable fire extinguishers for the risk?	Yes - advice is sought from provider	Low	Paul Turner on 22/05/2022
31	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Low	Paul Turner on 22/05/2022

Fire Risk Reduction

	Question	Note	Rating	Amended By
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.	<ul style="list-style-type: none"> • The quantities held were not deemed excessive at the time of this Fire RA. • The Site Manager should ensure these quantities are kept as low as possible. • All items are to be store in line with a completed COSHH assessment • Items must be stored in original packaginging <p>A limited amount of petrol is stored for use in grounds maintenance equipment storage is an external locked metal shed.</p> <p>Petrol Outside Shed(Canopy) 6 ltrs</p> <p>The following Items are stored in an external storage room (Coshh Cupboard) with a metal ventilated secure (locked) door.</p> <p>White Spirit - 1/4 Bottle Sanitising Spray -1 Can 2 Stroke Petrol mix - 500ml WD40 Outside - 1 Can Compressed Air Spray - 3 Cans De-icer - 2 Cans Line Marking Paint - 2 Cans Silicon Spray - 2 Cans Hammerite Spray - 1 Can Stainless Steel Cleaner - Cupboard 1 Can Lighter Fluid - 1 Can Metalic Spray Paint - 1 Can Tile Paint 250ml 1 Can Hand Sanitiser - 40 ltrs</p> <p>There is Gas Pipework in the Plantroom - The plant room has its own fire detection</p> <p>Further Paper storage is in the building but not excessive to need, such items include school books and copying paper. Paper storage is not near a source of ignition. The room is fire rated and has fire detection inside</p>	Tolerable	Paul Turner on 20/03/2023
33	Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored?	Yes - storage is an external accessible storage room with a metal ventilated secure door.	Tolerable	Paul Turner on 22/05/2022
34	Is there a safe system for disposal of waste flammable materials, gases and liquids?	Limited quantities stored - disposal via local authority	Tolerable	Paul Turner on 22/05/2022

	Question	Note	Rating	Amended By
35	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Low	Paul Turner on 22/05/2022
36	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes	Low	Paul Turner on 22/05/2022
37	Are electrical cables/flexes run in safe places to protect them from damage?	Yes	Low	Paul Turner on 22/05/2022
38	Is upholstered furniture in a good condition?	Yes	Low	Paul Turner on 22/05/2022
39	Is the workplace free from rubbish and combustible waste materials?	Yes - The bins should be placed in the storage compound when not required	Low	Paul Turner on 22/05/2022
40	Is there a designated smoking area? Are sufficient ashtrays provided?		N/A	Paul Turner on 22/05/2022
41	Have suitable measures been taken to protect against the risk of arson?	Castle Wood is a secure site - All wood and waste should be kept away from the building.	Low	Paul Turner on 22/05/2022
42	Do cooking activities take place on site? Are they adequately managed, protected and separated from other parts of the premises?	Some food prep/cooking occurs on site which is appropriately risk assessed.	Low	Paul Turner on 22/05/2022
43	Are there any activities/procedures that produce heat. i.e. welding/laminating etc?	Only by qualified contractors as required - a hot works permit must be used.	Low	Paul Turner on 22/05/2022
44	Is there a permit to work/hot work permit scheme in place?	Yes - but to date not needed	Low	Paul Turner on 22/05/2022

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	Low	Paul Turner on 22/05/2022
46	Are the fire doors in good condition?	Actioned required to make good fire door issues as identified in the Fire Door Inspection report dated 04 April 2022.	Tolerable	Paul Turner on 24/05/2022
47	Are the fire doors held open?	Fire doors are released on the activation of the fire alarm Class room doors should be closed during non occupancy periods	Low	Paul Turner on 22/05/2022
48	Are there facilities for the control of smoke installed within the building?		N/A	Paul Turner on 24/05/2022
49	Are the electrical/service cupboard adequately protected by a suitable fire door? What is the location of the electrical isolation switch?	Yes	Low	Paul Turner on 24/05/2022
50	Are the fire doors furnished with the required signage?	Yes	Low	Paul Turner on 22/05/2022

	Question	Note	Rating	Amended By
Fire Safety Arrangements				
51	Is there an adequate emergency plan/evacuation strategy in place?	Pass - Site Staff have access to Inventory Sign in	Low	Paul Turner on 12/04/2023
52	Is a copy of the emergency plan/evacuation strategy available outside of the workplace?	The Fire Evacuation plan is accessible online through SMARTLOG	Low	Paul Turner on 22/05/2022
53	How is the emergency plan/evacuation strategy shared with all employees?	The Fire Evacuation plan is available on the T-Drive and is additionally briefed to all staff during annual training.	Low	Paul Turner on 22/05/2022
54	Has a fire evacuation drill been carried out periodically within the last 6 months?	Yes - The last fire drill was completed 19 May 2022	Low	Paul Turner on 24/05/2022
55	During the evacuation drills, are all persons out of the premises within the recommended time for the purpose group?	All Staff and children rehearse fire evacuation in under two minutes	Low	Paul Turner on 22/05/2022
56	Is there a process for identifying all relevant persons who require a Personal Emergency Evacuation Plan (PEEP)?	All staff are advised and its noted in the Health and Safety policy that staff should make there Line Managers aware of any disablement or significant injury.	Low	Paul Turner on 22/05/2022
57	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed?		N/A	Paul Turner on 22/05/2022
58	Are there any disabled refuge points available?		N/A	Paul Turner on 22/05/2022
59	Have all employees been provided with adequate fire safety training at the point of induction and periodically thereafter?	All staff receive annual Fire Training New employees receive Fire Evac training at induction	Low	Paul Turner on 20/03/2023
60	Have employees received training in the recognition and correct use of fire extinguishers?	All staff receive annual Fire Training and are shown how to use a Fire Extinguisher and which types are available to use for the type of fire. CO2 and Foam	Low	Paul Turner on 22/05/2022
61	Have fire wardens been appointed and received adequate training to perform this role?	Trained Fire Wardens Victoria Warburton Claire Taylor Kev Swetman Sam Walker Office staff should also complete fire warden training	Low	Paul Turner on 03/05/2023
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?	Please confirm	Tolerable	Paul Turner on 24/05/2022

	Question	Note	Rating	Amended By
63	Is access for fire service vehicles adequate?	An emergency vehicle would need to break through 4 gates to gain full building access out of hours	Tolerable	Paul Turner on 20/03/2023
64	Are there any additional comments or significant findings to record?	Some follow up needed from last Fire Report	Tolerable	Paul Turner on 24/05/2022

Multi-Occupied Residential Buildings in England ONLY

65	Are fire safety instructions, containing all mandatory information, clearly visible and in a format that can be understood by all residents?		N/A	
66	Have you provided all residents with a copy of these instructions within the last 12 months (and upon occupation if new residents)?		N/A	
67	Have you provided all residents with the required information about fire doors within the last 12 months?		N/A	
71	For multi-occupied residential buildings 11-18 metres tall only Has a competent person carried out a checks (<i>including the self-closing devices</i>) of all fire doors protecting the individual domestic dwellings in the last 12 months?		N/A	
72	Has a competent person carried out a checks (<i>including the self-closing devices</i>) of all fire doors protecting the communal areas in the last 3 months?		N/A	
73	For multi-occupied residential buildings over 18 metres tall only Has a secure information box containing all mandatory information been installed in the correct position and has access been provided to the local fire & rescue authorities?		N/A	
74	Is there a record of the design of the external walls including information about the materials from which the building was constructed?		N/A	
75	Are building plans available for each floor that contains all mandatory information?		N/A	
76	Are all lifts & firefighting equipment subject to monthly checks to confirm that they are in good working order and state of repair?		N/A	

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.

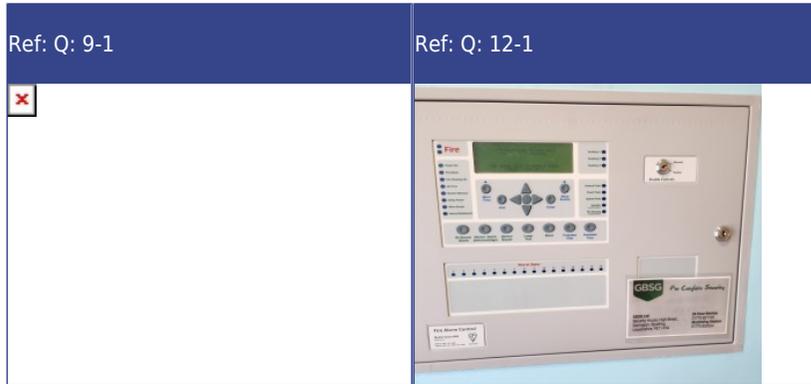
The circumstances in the workplace may change with time. The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees are exposed.

The risk assessment should:

- a) recommend the remedial action required to remedy all the faults identified by the assessment
- b) set dates by which such action should be completed
- c) make recommendations as to any new fire protection measures or systems that should be introduced
- d) set dates by which the new fire protection measures or systems should be introduced
- e) 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	Fire Alarm Service Cert - Jan 2022.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Alarm Service Cert - Jan 2022555.pdf
1	Fire Alarm Certificate - Apr 2023.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Alarm Certificate - Apr 2023901.pdf
3	GN463 - PO2467 - Castle Wood Academy, the Avenue, Gainsborough DN21 1EH - EMG light test (10940824).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN463 - PO2467 - Castle Wood Academy, the Avenue, Gainsborough DN21 1EH - EMG light test (10940824)859.pdf
5	Certificate July 2021.pdf	https://sl.safesmart.co.uk/img/risk/6334/Certificate July 202110c.pdf
5	Fire Extinguisher service - Aug 2022.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Extinguisher service - Aug 20225ed.pdf
8	PAT Report PDF 09-03-22.pdf	https://sl.safesmart.co.uk/img/risk/6334/PAT Report PDF 09-03-2248b.pdf
9	Repair and Comissioning Report - Feb 2022.pdf	https://sl.safesmart.co.uk/img/risk/6334/Repair and Comissioning Report - Feb 2022d05.pdf
11	20220214-CERSTS019193_1-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_.pdf	https://sl.safesmart.co.uk/img/risk/6334/20220214-CERSTS019193_1-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_05c.pdf
11	20220214-CERSTS019193_2-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_.pdf	https://sl.safesmart.co.uk/img/risk/6334/20220214-CERSTS019193_2-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_df8.pdf
46	FIRE DOOR REPORT CASTLE VIEW ACADEMY.docx	https://sl.safesmart.co.uk/img/risk/6334/FIRE DOOR REPORT CASTLE VIEW ACADEMY05a.docx
46	castleviewacademy.pdf	https://sl.safesmart.co.uk/img/risk/6334/castleviewacademybd5.pdf

51	Fire Evacuation Plan - CWA.docx	https://sl.safesmart.co.uk/img/risk/6334/Fire Evacuation Plan - CWAf1a.docx
54	Evacuation Report 19.05.2022.docx	https://sl.safesmart.co.uk/img/risk/6334/Evacuation_Report_19.05.2022b65.docx

Actions

Check name	Check desc	Due	Associated question
	Ref: Check created from Risk Assessment: Fire Risk Assessment (Castle Wood Academy)		
Fire Safety Risk	The practice of using the boiler room, as a storage area for combustible and flammable materials should cease. Boiler rooms generally generate heat above ambient room temperatures, this, combined with the ignition risk in the room makes any such practice a high risk.	12/02/2024	9 - Low Risk