

Fire Risk Assessment

Assessment assigned to Castle Wood Academy

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

Date of Site Visit 04/06/2024
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: 04 June 2024



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)
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How many storeys (floors) are there in the building?	1
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Is there a basement?	No
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Is there a loft?	No
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Has a photovoltaic system (solar panels) been installed to the roof?	Unknown
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What is the approximate total area of all floors you occupy?	1840 m ²
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How many staircases does the premises have?	0
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How many final exit doors are there?	28
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Is there controlled access?	yes
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Location of nearest hydrant	School Car Park
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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

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	Rating	Amended By
Maintenance & Testing			
Fire Alarm System			
1	<p>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 2024 Next inspection due - Oct 2024</p> <p>Documents</p> <ul style="list-style-type: none"> • Fire Alarm Service Cert - Jan 2022.pdf • Fire Alarm Certificate - Apr 2023.pdf • Fire1Alarm111March1202412.pdf • Fire1Alarm111March12024.pdf 	Low	Paul Turner - NEBOSH FSC on 14/05/2024
2	<p>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 different Call Point is checked each week</p>	Low	Paul Turner - NEBOSH FSC on 14/05/2024
Emergency Lighting			
3	<p>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 2024. Next due Feb 2025</p> <p>Minor actions to be completed in summer break.</p> <p>Documents</p> <ul style="list-style-type: none"> • GN463 - PO2467 - Castle Wood Academy, the Avenue, Gainsborough DN21 1EH - EMG light test (10940824).pdf • GN887111PO4123111Castle1Wood1Academy111DN2111EH111EMG1light1test11109440391.pdf • 019102124111Castle1Wood1Academy11The1Avenue11Gainsborough1DN2111EH111EMG1light1Test.pdf 	Low	Paul Turner - NEBOSH FSC on 14/05/2024
4	<p>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</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
Fire Extinguishers			

	Question	Rating	Amended By
5	<p>Have the fire extinguishers been subjected to a periodic (annual) maintenance inspection by a competent person in the last 12 months? Last Inspected 07/08/2023 by Advanced Fire Protection Next due August 2024</p> <p>Documents</p> <ul style="list-style-type: none"> • Certificate July 2021.pdf • Fire Extinguisher service - Aug 2022.pdf • CWA1Fire1Extinguisher1Aug12024.pdf 	Low	Paul Turner - NEBOSH FSC on 14/05/2024
6	<p>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 the Site Manager - Findings are recorded on SMARTLOG</p>	Low	Paul Turner - NEBOSH FSC on 14/05/2024

Electrical Safety

7	<p>Has the condition of the electrical installation(s) been inspected by a competent person? Last inspected Oct 2020 Next Due 26 Oct 2025</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
8	<p>Have all portable electrical equipment been subjected to a periodic inspection? Yes Last checked April 2024 Next Due April 2025</p> <p>Documents</p> <ul style="list-style-type: none"> • PAT Report PDF 09-03-22.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024

Gas Safety

9	<p>Has the gas pipework and appliances i.e. boilers, heaters been checked by a Gas Safe accredited engineer in the last 12 months? Boiler Plant - Last inspected 16 Oct 2023</p> <p>Comment from the Site Manager at the time the RA was conducted:</p> <ul style="list-style-type: none"> • Notes: Nothing Flammable kept in Boiler room anymore. <p>Result: Pass</p> <p></p> <p>Documents</p> <ul style="list-style-type: none"> • Repair and Comissioning Report - Feb 2022.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
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Fixed Fire-fighting Equipment

	Question	Rating	Amended By
10	<p>Are fixed fire-fighting systems in working order? Yes - Castle Wood School is fitted with a regularly maintained sprinkler system with a separate pump house. Sprinkler System Pump(Minor) Compco Ltd Annually 16/02/2024 Sprinkler System (Minor) Annually 13/02/2023 Sprinkler System Pump(Major) Compco Ltd Annually 31/08/2023 Sprinkler System (Major) Annually 11/08/2023</p> <p>Next inspection due August 2024 - (Major)</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024


Lightning Protection

11	<p>If there is a lightning protection system installed, has it been subject to testing in the last 11 months? Pass - Last checked 02 Jan 2023 - PTSG No issues identified</p> <p>Documents</p> <ul style="list-style-type: none"> • 20220214-CERSTS019193_1-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_.pdf • 20220214-CERSTS019193_2-Test-Inspect-Castle_Wood_Academy-TS001v3_Test_and_Inspect_.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
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Photovoltaic (Solar Panel) Systems

12	Has the photovoltaic system been subjected to a periodic maintenance inspection by a competent person in the last 12 months?	N/A	
13	Are weekly checks completed to confirm that the system inverters are producing, either through a monitoring platform, or the inspection of production on the generation meter, or of the inverter(s).	N/A	
14	Is the photovoltaic system inspected (6-monthly) in accordance with BS 7671 IET Wiring Regulations?	N/A	
15	Is there a process for checking the solar panels after adverse weather for any damage sustained?	N/A	

Fire Detection & Warning System

	Question	Rating	Amended By
16	<p>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. Last inspected by GBSG 03 April 2024</p> 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
17	<p>Can the fire alarm be raised without placing anyone in danger or at risk? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
18	<p>Are the manual call points (red break glass) clearly visible and unobstructed? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
19	<p>Does the fire alarm panel have an adequate power supply and in a healthy state? Yes - as indicated in the annual inspection</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
<h2>Emergency Routes & Exits</h2>			
20	<p>Are the escape routes and exits adequately illuminated? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
21	<p>Are there a sufficient number of exits of suitable width for the people likely to be present? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
22	<p>Do final exits lead to a place of safety? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
23	<p>Do travel distances exceed the suggested length for the purpose group? No</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
24	<p>Are all gangways and escape routes free from obstructions, tripping and slipping hazards? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
25	<p>Are the internal steps and stairs in a good state of repair?</p>	N/A	Paul Turner on 22/05/2022
26	<p>Have the external staircases been subjected to a periodic inspection by a competent person?</p>	N/A	Paul Turner on 22/05/2022
27	<p>Are final exits always unlocked when the premises are occupied? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
28	<p>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</p> <p>All doors outside reception leading outside have auto release locks when fire alarm activated(NO key or pass needed).</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
29	<p>Are the self-closing devices on doors operating correctly? Yes - all corridor self closing doors were operating correctly at the time of assessment</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
30	<p>Do the doors on the escape route open in the direction of travel? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
31	<p>Are the escape routes adequately indicated by signage? Yes all signs are visible and appropriately placed</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
32	<p>Are fire action notices on display on the escape routes throughout the workplace? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
33	<p>Are inner rooms & dead end situations adequately protected?</p>	N/A	Paul Turner - NEBOSH FSC on 04/06/2024

Means of Fire-fighting

34	<p>Are there an adequate number of suitable fire extinguishers for the risk? Yes - advice is sought from provider</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
35	<p>Are the fire extinguishers and fire blankets located suitably and ready for use? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024

Fire Risk Reduction

	Question	Rating	Amended By
36	<p>List the flammable materials, gases or liquids that are stored or used on the premises and include where they are located and the quantity.</p> <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 - NEBOSH FSC on 04/06/2024
37	<p>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.</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
38	<p>Is there a safe system for disposal of waste flammable materials, gases and liquids? Limited quantities stored - disposal via local authority</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
39	<p>Are all heaters fitted with suitable guards and fixed in position away from combustibile materials? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
40	<p>Is the use of electrical extension leads and multi-point adaptors kept to a minimum? Yes</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
41	Are electrical cables/flexes run in safe places to protect them from damage? Yes	Low	Paul Turner - NEBOSH FSC on 04/06/2024
42	Is upholstered furniture in a good condition? Yes	Low	Paul Turner - NEBOSH FSC on 04/06/2024
43	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 - NEBOSH FSC on 04/06/2024
44	Is there a designated smoking area? Are sufficient ashtrays provided?	N/A	Paul Turner - NEBOSH FSC on 04/06/2024
45	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 - NEBOSH FSC on 04/06/2024
46	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 - NEBOSH FSC on 04/06/2024
47	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 - NEBOSH FSC on 04/06/2024
48	Is there a permit to work/hot work permit scheme in place? Yes - but to date not needed	Low	Paul Turner - NEBOSH FSC on 04/06/2024

Risk of Fire Spread

49	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another? Yes	Low	Paul Turner - NEBOSH FSC on 04/06/2024
50	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. Documents <ul style="list-style-type: none"> • FIRE DOOR REPORT CASTLE VIEW ACADEMY.docx • castleviewacademy.pdf 	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
51	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 - NEBOSH FSC on 04/06/2024
52	Are there facilities for the control of smoke installed within the building?	N/A	Paul Turner - NEBOSH FSC on 04/06/2024
53	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 - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
54	Are the fire doors furnished with the required signage? Yes	Low	Paul Turner - NEBOSH FSC on 04/06/2024

Fire Safety Arrangements

55	Is there an adequate emergency plan/evacuation strategy in place? Pass - Site Staff have access to Inventory Sign in Documents • Fire Evacuation Plan - CWA.docx	Low	Paul Turner - NEBOSH FSC on 04/06/2024
56	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 - NEBOSH FSC on 04/06/2024
57	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 - NEBOSH FSC on 04/06/2024
58	Has a fire evacuation drill been carried out periodically within the last 6 months? The last fire drill recorded was 30 Jan 2024 - The school practiced a missing child scenario. Time taken 3m17secs Documents • Evacuation Report 19.05.2022.docx	Low	Paul Turner - NEBOSH FSC on 04/06/2024
59	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 - NEBOSH FSC on 04/06/2024
60	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 - NEBOSH FSC on 04/06/2024
61	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed?	N/A	Paul Turner - NEBOSH FSC on 04/06/2024
62	Are there any disabled refuge points available?	N/A	Paul Turner - NEBOSH FSC on 04/06/2024
63	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 - NEBOSH FSC on 04/06/2024
64	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 - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
65	<p>Have fire wardens been appointed and received adequate training to perform this role? Trained Fire Wardens Mel Ryan Claire Taylor Kev Swetman Sam Walker</p> <p>Office staff should also complete fire warden training</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024

Fire Service Access/Liaison

66	<p>Has the local fire service been advised of any changes to the building, occupancy or storage of highly flammable or explosive materials? The school has confirm that the Local Fire Bgde have been in touch and will liaise to visit in the next 12 months</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
67	<p>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</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024
68	<p>Are there any additional comments or significant findings to record? Some follow up needed from last Fire Report</p>	Tolerable	Paul Turner - NEBOSH FSC on 04/06/2024

Multi-Occupied Residential Buildings in England ONLY

69	Are fire safety instructions, containing all mandatory information, clearly visible and in a format that can be understood by all residents?	N/A	
70	Have you provided all residents with a copy of these instructions within the last 12 months (and upon occupation if new residents)?	N/A	
71	Have you provided all residents with the required information about fire doors within the last 12 months?	N/A	
72	Have you provided all residents with the mandatory information required by Article 21A of the Regulatory Reform (Fire Safety) Order 2005?	N/A	
73	Where there is more than one responsible person who shares or has duties in respect of the premises, have you notified the other responsible person(s) which parts of the premises you deem yourself to be the responsible person for, and have kept a record of this?	N/A	
74	Where there is more than one responsible person, have you provided the other(s) with your name and a UK address at which they, or someone acting on their behalf can receive notices or other documents?	N/A	
75	<p>For multi-occupied residential buildings 11-18 metres tall only</p> <p>Has a competent person carried out a checks (including the self-closing devices) of all fire doors protecting the individual domestic dwellings in the last 12 months?</p>	N/A	
76	Has a competent person carried out a checks (including the self-closing devices) of all fire doors protecting the communal areas in the last 3 months?	N/A	

	Question	Rating	Amended By
77	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	
78	Is there a record of the design of the external walls including information about the materials from which the building was constructed?	N/A	
79	Are building plans available for each floor that contains all mandatory information?	N/A	
80	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:

- 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.

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.	16/09/2024	9 - Low Risk