Fire Risk Assessment

Assessment assigned to White's Wood Academy

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

Date of Site Visit 16/04/2023 Opening / Operating Hours 0600 - 1800

Premises CategoryAssembly and RecreationalPremises Sub-categoryEL :_School

Responsible Person:Mrs Susan Wilson - Mr Paul TurnerDay to day Management:Mr Rory HamiltonPerson(s) met:Mr Rory Hamilton

Risk Assessment status:CompleteLast reviewed:30 April 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 [White's 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

Whites Wood Academy School

Year of Construction?	Circa 1940
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?	1505 m ²
How many staircases does the premises have?	0
How many final exit doors are there?	16
Is there controlled access?	Yes
Location of nearest hydrant	Whites Wood Lane

Description of Premises:	A traditionally built brick building with flat and pitched roofs.
Description of Premises:	Ground Floor - Classrooms, kitchen, hall, boiler room

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: Medium

Relevant Persons

For this type of occupancy, would you say that the occupants of your premises are:	Average mobility
What is the maximum number of people likely to be accessing the building at any one time?	445
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 200 Children 35 Staff 10 Ideal Catering Staff 200 visitors on occasions The premises are used as a school for children aged from 7 to 11. A number of children have learning disabilities but are under constant supervision whilst on the premises. There is one child who is visually Impaired

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
Main	tenance & Testing			
Fire A	larm System			
1	Has the fire alarm system been subjected to a periodic maintenance inspection by a competent person in the last 6-12 months?	Whites Wood Academy School has had a new Fire Alarm system upgrade which was first installed in 2022 and commisioned by Spire Contracts - Early Bird - 26 September 2022 See attached commisioning certificate. Last inspection 11 April 2023 - Micro Alarms - next due Oct 2023	Low	Paul Turner on 30/04/2023
2	Is the fire alarm tested on a weekly basis?	Yes - The Site Manager Carries out a weekly test of the fire alrm system and records the findings on smartlog. A diffrent Call Point is checked each week	Low	Paul Turner on 30/04/2023

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?	The Emergency Lighting was newly replaced in Aug 2022 by Spire Contracts following successful awarding of CIF funding . The last inspection was completed by LDD electrical in Feb 2023. Next due Feb 2024	Low	Paul Turner on 30/04/2023
4	Is the emergency lighting system tested on a monthly basis?	EM Lighting is checked by the Site Manager and recordedon SMARTLOG Monthly - Flick Test 3 Monthly - 1 Hour	Low	Paul Turner on 30/04/2023
Fire E	xtinguishers			
5	Have the fire extinguishers been subjected to a periodic (annual) maintenance inspection by a competent person in the last 12 months?	Yes - All Fire extinguisher are subject to an annual inspection by a competant person (CHUBB FIRE & SECURITY) Next due Feb 2024.	Low	Paul Turner on 30/04/2023
6	Is a visual check of all fire extinguishers carried out on a monthly basis?	Yes - All Fire Extinguishers are checked on a weekly basis by the Site Manager	Low	Paul Turner on 19/03/2023
Electr	ical Safety			
7	Has the condition of the electrical installation(s) been inspected by a competent person?	Yes - Last inspected in Feb 2023 - Deficiencies Exist that are requiring action. EICR remedial completed - Next inspection due April 2028 The electrical cupboard is fire stopped, less a heating pipe due to be replaced in August 2023. A newly fitted fire door is in place - Autumn 2022 (Spire Contracts) Fire detection is installed in the cupboard linked to the fire alarm system.	Low	Paul Turner on 30/04/2023
		 Notes: done Due: 24/03/2023 Recorded by: Rory Hamilton Recorded on: 20/03/2023 14:24:22 Result: Pass 		
8	Have all portable electrical equipment been subjected to a periodic inspection?	Yes - All portable appliances (PAT) have been check by the Site Manager who is PAT qualified and competent Next due Nov 2023	Low	Paul Turner on 30/04/2023
		The Health and Safety policy is clear, that no appliances are to be intoduced to the school grounds without showing prooof of PAT Test.		
Gas Sa	afety			

	Question	Note	Rating	Amended By
9	Has the gas pipework and appliances i.e. boilers, heaters been checked by a Gas Safe accredited engineer in the last 12 months?	Whites Wood School has 3 Worcester Bosch Boilers and an Andrews Water heater in a dedicated plant room. Gas appliances / pipework was last inspected 05 Oct 2022 by SAC boilers.	Low	Paul Turner on 30/04/2023
Fixed	Fire-fighting Equipment			
10	Are fixed fire-fighting systems in working order?		N/A	Paul Turner on 03/05/2023
Lightn	ing Protection			
11	If there is a lightning protection system installed, has it been subject to testing in the last 11 months?		N/A	Paul Turner on 19/03/2023
Fire I	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 - The school has detection to $L1$ - (all areas of the school are covered)	Low	Paul Turner on 30/04/2023
13	Can the fire alarm be raised without placing anyone in danger or at risk?	Yes - A call point is located at each exit	Low	Paul Turner on 12/04/2023
14	Are the manual call points (red break glass) clearly visible and unobstructed?	Yes - No concerns	Low	Paul Turner on 12/04/2023
15	Does the fire alarm panel have an adequate power supply and in a healthy state?	New install - to be confirmed at first sevice - April 2023 Confirmed the fire alarm system requires 10.917amp battery to last up to 72 hours. The panel is fitted with a 12Ahr Battery - Adequate	Low	Paul Turner on 30/04/2023
Emer	gency Routes & Exits			
16	Are the escape routes and exits adequately illuminated?	Yes - Newly fitted EM lighting during Summer 2022 by Spire Contracts	Low	Paul Turner on 30/04/2023
17	Are there a sufficient number of exits of suitable width for the people likely to be present?	yes	Low	Paul Turner on 19/03/2023
18	Do final exits lead to a place of safety?	Yes	Low	Paul Turner on 19/03/2023
19	Do travel distances exceed the suggested length for the purpose group?	No	Low	Paul Turner on 19/03/2023
20	Are all gangways and escape routes free from obstructions, tripping and slipping hazards?	yes	Low	Paul Turner on 19/03/2023
21	Are the internal steps and stairs in a good state of repair?	yes	Low	Paul Turner on 19/03/2023

	Question	Note	Rating	Amended By
22	Have the external staircases been subjected to a periodic inspection by a competent person?		N/A	Paul Turner on 19/03/2023
23	Are final exits always unlocked when the premises are occupied?	yes	Low	Paul Turner on 19/03/2023
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 19/03/2023
25	Are the self-closing devices on doors operating correctly?	Yes - All door closers have been newly replaced in autumn 2022 by Spire Contracts	Low	Paul Turner on 30/04/2023
26	Do the doors on the escape route open in the direction of travel?	Main School Visitor Entrance - This door does not open in the direction of travel - This exit is a possible secondary route only Accepted Risk	Tolerable	Paul Turner on 30/04/2023
27	Are the escape routes adequately indicated by signage?	Yes	Low	Paul Turner on 19/03/2023
28	Are fire action notices on display on the escape routes throughout the workplace?	Yes	Low	Paul Turner on 19/03/2023
29	Are inner rooms $\&$ dead end situations adequately protected?	Yes	Low	Paul Turner on 19/03/2023
Mean	s of Fire-fighting			
30	Are there an adequate number of suitable fire extinguishers for the risk?	Yes	Low	Paul Turner on 19/03/2023
31	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Low	Paul Turner on 19/03/2023

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.	Batteries Site Manager office Paper station Chestnut Class Large Paper displays Every class, Year 6 corridor, Year 3 corridor, Sports Hall Wood - Oak Cupboard Multi pieces For D.T Non fire resistant sofas - Staffroom, Meeting Room, Holding Area, outside Staffroom Paper Shedder Bin Reception Cabinet(full of paper folders) Reception Hand Sanizer Classrooms/ Shed Site Manger's Shed	Tolerable	Paul Turner on 19/03/2023
		Facial Tissues - Multiple Boxes Stored Toilet Roll Multiple Boxes Stored Hand Towels Clothes Multiple Packs Stored		
		COSHH Locker Chainsaw Oil White Spirit Expanding Foam Wood Filler Gloss Paint - 8 Tins WD40		
33	Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored?	Yes - A dedicated Metal locker is avaiable for the storage of a limited amount of flammable cleaning solutions.	Low	Paul Turner on 19/03/2023
34	Is there a safe system for disposal of waste flammable materials, gases and liquids?	yes - no flammable material waste is generated	Low	Paul Turner on 19/03/2023
35	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Please confirm the quantity of portable heaters at WWA school There is one portable heater in the main office - this heater is positioned in a safe area and presents a low risk. The heater must not be left un-attended.	Low	Paul Turner on 27/04/2023
36	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Please confirm the number of extension leads currently in use and - check that no lead is overloaded using more than 13amps of applainces. There are 6 leads currently in use - 20 March 2023 • Notes: done • Due: 24/03/2023 • Recorded by: Rory Hamilton • Recorded on: 20/03/2023 14:24:38 Result: Pass - Leads safe and not overloaded	Low	Paul Turner on 20/03/2023

	Question	Note	Rating	Amended By
37	Are electrical cables/flexes run in safe places to protect them from damage?	yes	Low	Paul Turner on 19/03/2023
38	Is upholstered furniture in a good condition?	yes	Low	Paul Turner on 19/03/2023
39	Is the workplace free from rubbish and combustible waste materials?	Yes - The waste bins are emptied on a daily basis	Low	Paul Turner on 19/03/2023
40	Is there a designated smoking area? Are sufficient ashtrays provided?	No smoking is permitted anywhere on site	Low	Paul Turner on 19/03/2023
41	Have suitable measures been taken to protect against the risk of arson?	The wheeled refuse bins are kept within the security fence around the site. The gate to the area where the bins are stored is opened once a week to allow the bins to be emptied. A steel security fence protects the site. The premises have CCTV cameras and an intruder alarm	Low	Paul Turner on 19/03/2023
42	Do cooking activities take place on site? Are they adequately managed, protected and separated from other parts of the premises?	There is a kitchen run as a commercial enterprise by Ideal Catering Ltd. Ideal Catering Ltd also supply meals to other schools in the area from this kitchen. A separate Fire Risk Assessment is available for the commercial kitchen (Attached) - Dated 06 April 2023 Next due March 2025. The commercial kitchen has a cooking range with extractor hood over. The gas supply has a emergency shut-off which is linked to the school Fire Alarm System It is reported that the hood filters are cleaned each term - From previous RA	Tolerable	Paul Turner on 10/05/2023
43	Are there any activities/procedures that produce heat. i.e. welding/laminating etc?	Yes - Laminating	Low	Paul Turner on 19/03/2023
44	Is there a permit to work/hot work permit scheme in place?	No Hot works is permitted on site without prior permission of the Premises Manager. Hot works are only permitted follwing a suitable review of a RAMS and the use of a permit to work.	Low	Paul Turner on 30/04/2023
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 - Some Fire Stopping has occured during CIF works, but the school building will be checked further during CIF completion in Sep 2023 follwing a project to install new H&C water and Heating distribution throughout the school - Spire Contracts	Low	Paul Turner on 30/04/2023
46	Are the fire doors in good condition?	Yes - All doors have been replaced during 2022/2023 by Spire Contracts	Low	Paul Turner on 30/04/2023

	Question	Note	Rating	Amended By
47	Are the fire doors held open?	There are 3 doors still to be fitted with audible hold backs and a further door to have emergency release added on a fire alarm activation - Scheduled 27 May 2023 - Spire Contracts (Early Bird)	Low	Paul Turner on 30/04/2023
48	Are there facilities for the control of smoke installed within the building?	All rooms are fitted with a fire door The corridor outside of the kitchen has double leaf fire doors with audible holdbacks fitted to ensure the control of smoke and fire is minimised in this area.	Low	Paul Turner on 30/04/2023
49	Are the electrical/service cupboard adequately protected by a suitable fire door? What is the location of the electrical isolation switch?	New door fitted in Oct 2022 and the room has been fire stopped. 30 April 2023 - Further fire stopping is needed follwing the removal and replacement of of Heating pipework - Spire Contracts	Low	Paul Turner on 30/04/2023
50	Are the fire doors furnished with the required signage?	Yes	Low	Paul Turner on 19/03/2023
Fire S	Safety Arrangements			
51	Is there an adequate emergency plan/evacuation strategy in place?	Pass - Site Staff have access to Inventory	Low	Paul Turner on 12/04/2023
52	Is a copy of the emergency plan/evacuation strategy available outside of the workplace?	Ideal School Meals must provide Evacuation Plan and Fire RA	Low	Paul Turner on 19/03/2023
53	How is the emergency plan/evacuation strategy shared with all employees?	Yes - Fully accessible via schoolbus and briefed to staff during annual training and induction	Low	Paul Turner on 19/03/2023
54	Has a fire evacuation drill been carried out periodically within the last 6 months?	Yes	Low	Paul Turner on 19/03/2023
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 30/04/2023
56	Is there a process for identifying all relevant persons who require a Personal Emergency Evacuation Plan (PEEP)?	Yes The school creates a PEEP for any person that requires assistance to evacuate. Personal assistance in place always from the 1-1 teaching assistant. Procedures are in place to identify staff and pupils with a physical impairment. Exit sign in place with Pictogram, supplemented by braille.	Low	Paul Turner on 30/04/2023
57	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed?	PEEP required for W	Low	Paul Turner on 30/04/2023
58	Are there any disabled refuge points available?		N/A	Paul Turner on 19/03/2023
59	Have all employees been provided with adequate fire safety training at the point of induction and periodically thereafter?	Yes - Completed annually in person and on Smartlog	Low	Paul Turner on 19/03/2023

	Question	Note	Rating	Amended By
60	Have employees received training in the recognition and correct use of fire extinguishers?	Yes - as required annually	Low	Paul Turner on 19/03/2023
61	Have fire wardens been appointed and received adequate training to perform this role?	The school has 3 trained Fire Wardens with a further 2 to be trained at in April 2023: Chris Fitzpatrick Joe Richardson Rory Hamilton	Low	Paul Turner on 20/03/2023
Fire S	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?		N/A	Paul Turner on 19/03/2023
63	Is access for fire service vehicles adequate?	Access is restricted but accessible due to layout of the school and the secured gates.	Tolerable	Paul Turner on 19/03/2023
64	Are there any additional comments or significant findings to record?	No further comments noted	Low	Paul Turner on 19/03/2023
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 infomation about the materials from which the building was constructed?		N/A	Paul Turner on 19/03/2023

	Question	Note	Rating	Amended By
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	Tall Oaks Academy Fire Test Certificate.pdf	https://sl.safesmart.co.uk/img/risk/6334/Tall Oaks Academy Fire Test Certificate59a.pdf
1	0989_001.pdf	https://sl.safesmart.co.uk/img/risk/6334/0989_0010f3.pdf
1	O & MTest Certs & CommissioningFIRECommissioning Certificate - White Woods Academy .pdf	https://sl.safesmart.co.uk/img/risk/6334/O & MTest Certs & CommissioningFIRECommissioning Certificate - White Woods Academy 5a0.pdf
3	GN653A - PO3222 - Whites Wood Academy, Whites woods Lane DN21 1TJ - EMG light test (10942210).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN653A - PO3222 - Whites Wood Academy, Whites woods Lane DN21 1TJ - EMG light test (10942210)b36.pdf
5	Fire Ex Certificate 2023.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Ex Certificate 2023633.pdf
7	GN670 - PO3257 - Whites Woods Academy, Whites Woods Lane, Gainsborough DN21 1TG - Remedials (10942222).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN670 - PO3257 - Whites Woods Academy, Whites Woods Lane, Gainsborough DN21 1TG - Remedials (10942222)2b3.pdf

9	Boiler service october 2022.pdf	https://sl.safesmart.co.uk/img/risk/6334/Boiler service october 202236d.pdf
9	WWA Plant Commisioning.pdf	https://sl.safesmart.co.uk/img/risk/6334/WWA Plant Commisioningadc.pdf
12	O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-0001 FIRE.pdf	https://sl.safesmart.co.uk/img/risk/6334/O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-0001 FIREe7f.pdf
16	O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-0501.pdf	https://sl.safesmart.co.uk/img/risk/6334/O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-05018a1.pdf
42	Fire Risk Assessment - Ideal Meals for School White Woods Academy.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Risk Assessment - Ideal Meals for School White Woods Academy2fb.pdf
52	Fire Evacuation Policy (Exp. January 2024).pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Evacuation Policy (Exp. January 2024)8ad.pdf

Actions

Check name	Check desc	Due	Associated question
Fire Safety Risk	Check created from Risk Assessment: Fire Risk Assessment (White's Wood Academy) 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. Confirm the Boiler Room is free of combustible materials	26/02/2024	9 - Low Risk
Fire Safety Risk	Ref: Check created from Risk Assessment: Fire Risk Assessment (White's Wood Academy) Please confirm the quantity of portable heaters at WWA school	01/02/2024	35 - Low Risk
Fire Safety Risk	Ref: Check created from Risk Assessment: Fire Risk Assessment (White's Wood Academy) Ideal Catering Ltd - It is reported that a separate Fire Risk Assessment is available for the commercial kitchen - This must be shared with Tall Oaks Academy Trust	24/02/2024	42 - Tolerable Risk
Fire Safety Risk	Ref: Check created from Risk Assessment: Fire Risk Assessment (White's Wood Academy) Obtain a copy of the Kitchen Fire Risk Assessment	01/05/2024	42 - Tolerable Risk