

Fire Risk Assessment

Assessment assigned to White's Wood Academy



Assessor: Paul Turner
Organisation: Tall Oaks Academy Trust
Address: Whites Wood Academy School
Whites Wood Lane
GAINSBOROUGH
Lincolnshire
DN21 1TJ
Date of Site Visit 23/02/2024
Opening / Operating Hours 0600 - 1800

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

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

Risk Assessment status: Complete
Last reviewed: 23 February 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 [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
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Whites Wood Academy School

Year of Construction?	Circa 1940
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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?	1505 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?	16
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Is there controlled access?	Yes
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Location of nearest hydrant	Whites Wood Lane
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Description of Premises:	A traditionally built brick building with flat and pitched roofs. Ground Floor - Classrooms, kitchen, hall, boiler room
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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: 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

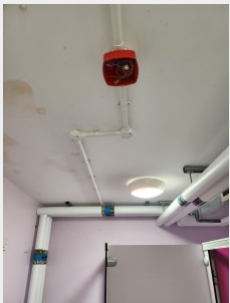
Co-ordination & Cooperation

Do you share the workplace with others i.e. lettings?	Yes
Do you have direct control over the workplace?	Yes

Questions

	Question	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?</p> <p>Whites Wood Academy School has had a new Fire Alarm system upgrade which was first installed in 2022 and commissioned by Spire Contracts - Early Bird - 26 September 2022 See attached commissioning certificate.</p> <p>Last inspection Feb 2024- Micro Alarms - next due Aug 2024</p> <p>Report for Feb 2024 could not be located at the time of the visit.</p> <p>Documents</p> <ul style="list-style-type: none"> • Tall Oaks Academy Fire Test Certificate.pdf • 0989_001.pdf • O & MTest Certs & CommissioningFIRECommissioning Certificate - White Woods Academy .pdf • 28441001.pdf • 28431001.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
2	<p>Is the fire alarm tested on a weekly basis?</p> <p>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 04/06/2024
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?</p> <p>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</p> <p>Last inspection 13 Feb 2024-</p> <p>Next due Feb 2025</p> <p>Documents</p> <ul style="list-style-type: none"> • GN653A - PO3222 - Whites Wood Academy, Whites woods Lane DN21 1TJ - EMG light test (10942210).pdf • EM1Lighting1Plan.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
4	<p>Is the emergency lighting system tested on a monthly basis?</p> <p>EM Lighting is checked by the Site Manager and recorded on SMARTLOG Monthly - Flick Test 3 Monthly - 1 Hour</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
Fire Extinguishers			
5	<p>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 competent person (CHUBB FIRE & SECURITY) Next due Feb 2025.</p> <p>Documents</p> <ul style="list-style-type: none"> • Fire Ex Certificate 2023.pdf • Fire1Ex1Certificate12024.pdf 	Low	Paul Turner - NEBOSH FSC on 04/06/2024
6	<p>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 Records via SMARTLOG</p>	Low	Paul Turner - NEBOSH FSC on 04/06/2024
Electrical Safety			
7	<p>Has the condition of the electrical installation(s) been inspected by a competent person? Yes - Last inspected in Feb 2023 - EICR remedial completed - Next inspection due April 2028</p> <p>The electrical cupboard has been fire stopped - Completed by Spire Contracts 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.</p> <p>Documents</p> <ul style="list-style-type: none"> • GN670 - PO3257 - Whites Woods Academy, Whites Woods Lane, Gainsborough DN21 1TG - Remedials (10942222).pdf 	Low	Paul Turner on 12/02/2024
8	<p>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 Dec 2024</p> <p>The Health and Safety policy is clear, that no appliances are to be introduced to the school grounds without showing proof of PAT Test.</p>	Low	Paul Turner on 12/02/2024
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? Whites Wood School has 3 Worcester Bosch Heating Boilers and an Andrews Water heater in a dedicated plant room. Gas appliances / pipework was last inspected 05 Oct 2023 by SAC boilers. Ideal Catering have gas cooking appliances that were newly installed (31 Aug 2023 - Next due inspection Aug 2024</p> <p>Documents</p> <ul style="list-style-type: none"> • Boiler service october 2022.pdf • WWA Plant Commisioning.pdf • SAC1Boliers1Oct120231Servicing1Record.pdf • Ideal1111Gas1Installation1expiry1311Aug12023.pdf 	Low	Paul Turner - NEBOSH FSC on 15/02/2024
Fixed Fire-fighting Equipment			

	Question	Rating	Amended By
10	Are fixed fire-fighting systems in working order?	N/A	Paul Turner on 12/02/2024
Lightning 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 12/02/2024
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			
16	<p>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 in stalled Aug 2022 by SPIRE CONTRACTS- (all areas of the school are sufficiently covered).</p> <p>A fire detector in the main toilets missing its cover and sounder - this must be replaced renewed at the earliest opportunity.</p>  <p>Documents • O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-0001 FIRE.pdf</p>	Tolerable	Paul Turner - NEBOSH FSC on 23/02/2024
17	<p>Can the fire alarm be raised without placing anyone in danger or at risk? Yes - A call point is located at each exit - Aug 2022 upgrade SPIRE CONTRACTS</p>	Low	Paul Turner on 12/02/2024
18	<p>Are the manual call points (red break glass) clearly visible and unobstructed? Yes - No concerns Newly replaced Aug 2022 (spire Contracts)</p>	Low	Paul Turner on 12/02/2024

	Question	Rating	Amended By
19	<p>Does the fire alarm panel have an adequate power supply and in a healthy state? SMS Sentri Honeywell - Installed August 2022 - Spire Contracts Confirmed the fire alarm system requires 10.917amp battery to last up to 72 hours. The panel is fitted with a 12Ahr Battery - Adequate</p> <p>Documents • SMS1Sentri1Honeywell.pdf</p>	Low	Paul Turner on 12/02/2024
Emergency Routes & Exits			
20	<p>Are the escape routes and exits adequately illuminated? Yes - Newly fitted EM lighting during Summer 2022 by Spire Contracts</p> <p>Documents • O & MRecord Drawings221002-EBF-ZZ-XX-DR-Y-0501.pdf</p>	Low	Paul Turner on 12/02/2024
21	<p>Are there a sufficient number of exits of suitable width for the people likely to be present? yes</p>	Low	Paul Turner on 12/02/2024
22	<p>Do final exits lead to a place of safety? Yes</p>	Low	Paul Turner on 12/02/2024
23	<p>Do travel distances exceed the suggested length for the purpose group? No</p>	Low	Paul Turner on 12/02/2024
24	<p>Are all gangways and escape routes free from obstructions, tripping and slipping hazards? yes - All escapes routes were free and clear of obstruction during my inspection.</p>	Low	Paul Turner on 12/02/2024
25	<p>Are the internal steps and stairs in a good state of repair? yes - No issues identified at the time of this assessment</p>	Low	Paul Turner on 12/02/2024
26	<p>Have the external staircases been subjected to a periodic inspection by a competent person?</p>	N/A	Paul Turner on 12/02/2024
27	<p>Are final exits always unlocked when the premises are occupied? yes - The site manager conducts an open and close procedure daily during school occupancy..</p>	Low	Paul Turner on 12/02/2024
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? Yes - following the site managers un locking routine.</p>	Low	Paul Turner on 12/02/2024
29	<p>Are the self-closing devices on doors operating correctly? Yes - All door closers have been newly replaced in autumn 2022 by Spire Contracts</p>	Low	Paul Turner on 12/02/2024
30	<p>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</p>	Tolerable	Paul Turner on 12/02/2024
31	<p>Are the escape routes adequately indicated by signage? Yes - All escape routes are adequality signed using Photoluminescent escape route signage.</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024

	Question	Rating	Amended By
32	Are fire action notices on display on the escape routes throughout the workplace? Yes - sufficient fire action notices were present at the time of inspection.	Low	Paul Turner - NEBOSH FSC on 12/02/2024
33	Are inner rooms & dead end situations adequately protected? Yes - <ul style="list-style-type: none"> • Two class rooms exist without an exit door to the outside. • The offices have a clear route to a point off exit. 	Low	Paul Turner - NEBOSH FSC on 12/02/2024

Means of Fire-fighting

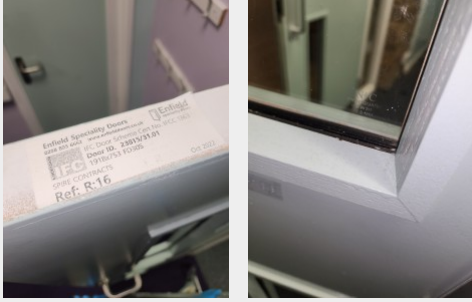
34	Are there an adequate number of suitable fire extinguishers for the risk? Yes - Whites Wood School has a combination of class A Foam and Class B CO2 extinguishers present in the correct locations to meet needs. Chubb Fire and security inspect each fire extinguisher on an annual basis and service as required. The Site Manager records a weekly pressure and tag test via SMARTLOG.	Low	Paul Turner - NEBOSH FSC on 12/02/2024
35	Are the fire extinguishers and fire blankets located suitably and ready for use? Yes - CO2 extinguisher present in >>>>>>	Low	Paul Turner - NEBOSH FSC on 12/02/2024

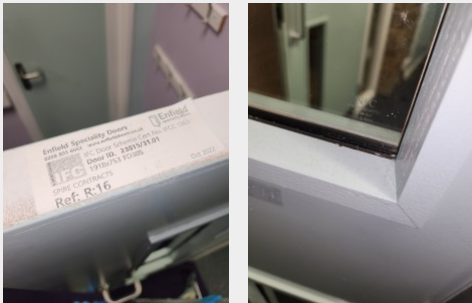
Fire Risk Reduction

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> <p>Batteries Site Manager office Paper station Chestnut Class Large Paper displays Every class, Year 6 corridor, Year 3 corridor, Sports Hall</p> <p>Wood - Oak Cupboard Multi pieces For D.T</p> <p>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</p> <p>Site Manger's Shed Facial Tissues - Multiple Boxes Stored Toilet Roll Multiple Boxes Stored Hand Towels Clothes Multiple Packs Stored</p> <p>COSHH Locker Chainsaw Oil White Spirit Expanding Foam Wood Filler Gloss Paint - 8 Tins WD40</p>	Tolerable	Paul Turner - NEBOSH FSC on 12/02/2024
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	Question	Rating	Amended By
37	<p>Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored? Yes - A dedicated Metal (COSHH) locker is available for the storage of a limited amount of flammable cleaning solutions as listed above.</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
38	<p>Is there a safe system for disposal of waste flammable materials, gases and liquids? yes - no flammable material waste is generated</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
39	<p>Are all heaters fitted with suitable guards and fixed in position away from combustible materials? 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.</p> <p>The Site Manager ensures all appliances are switch off during close down procedure including the heater present.</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
40	<p>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 appliances. There are 6 extension leads currently in use as at 12 April 2024 - none were exceeding the 13amp designation at the time of inspection. It is recommended that some class rooms have additional sockets added to aid with cable management and the introduction of new appliances.</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
41	<p>Are electrical cables/flexes run in safe places to protect them from damage? yes - Please above comment/recommendation</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
42	<p>Is upholstered furniture in a good condition? yes - all furniture is procured from a recognized safe source. Upholstered furniture carries a flame resistant/retardant sign.</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
43	<p>Is the workplace free from rubbish and combustible waste materials? Yes - The waste bins are emptied on a daily basis</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
44	<p>Is there a designated smoking area? Are sufficient ashtrays provided? No smoking is permitted anywhere on site</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024
45	<p>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</p>	Low	Paul Turner - NEBOSH FSC on 12/02/2024


	Question	Rating	Amended By
46	<p>Do cooking activities take place on site? Are they adequately managed, protected and separated from other parts of the premises?</p> <p>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.</p> <p>A separate Fire Risk Assessment is available for the commercial kitchen (Attached) - Dated 06 April 2023 Next due March 2025.</p> <p>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</p> <p>Documents</p> <ul style="list-style-type: none"> • Fire1Risk1Assessment111Ideal11Meals1for1School1White1Woods1Academy1[Annotated]11copy.pdf • Ideal1Catering111Employers1Liability1Certificate.pdf • Ideal1111Gas1Installation1expiry1311Aug12023.pdf 	Tolerable	Paul Turner - NEBOSH FSC on 23/02/2024
47	<p>Are there any activities/procedures that produce heat. i.e. welding/laminating etc?</p> <p>Yes - Laminating is conducted in the staff room. Laminators are not to be left unattended at any time.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
48	<p>Is there a permit to work/hot work permit scheme in place?</p> <p>No Hot works is permitted on site without prior permission of the Premises Manager. _The Issuing of a Hot Works Permit for any hot works is required to work commencement.</p> <p>Hot works are only permitted following a suitable review of a RAMS and the use of a permit to work.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
Risk of Fire Spread			
49	<p>Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?</p> <p>Fire Stopping has been completed during CIF works - Spire Contracts</p> <p>No evidence of breaches in compartmentation were identified during this Fire Risk Assessment.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024

	Question	Rating	Amended By
50	<p>Are the fire doors in good condition? Yes - All doors have been replaced during 2022/2023 by Spire Contracts</p> <p>All fire doors are FD30 rated -</p> 	Low	Paul Turner - NEBOSH FSC on 23/02/2024
51	<p>Are the fire doors held open? Class room doors are not held open and no evidence of this was noticed during the time of this RA. There are 4 doors fitted with audible release (Door Guards) - Spire Contracts (Early Bird) Sports Hall - Qty 2 Y3 Corridor Office Holding area</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
52	<p>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.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
53	<p>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 - Spire Contracts</p> <p>30 April 2023 - Fire stopping is completed in the main electrical cupboard - Spire Contracts</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024

	Question	Rating	Amended By
54	<p>Are the fire doors furnished with the required signage? Yes - All doors are furnished correctly.</p> 	Low	Paul Turner - NEBOSH FSC on 23/02/2024

Fire Safety Arrangements

55	<p>Is there an adequate emergency plan/evacuation strategy in place? Full Fire Evacuation policy and Plan has been seen - Due for review January 2025</p> <p>Documents</p> <ul style="list-style-type: none"> • Trust1Fire1Policy1and11Evacuation1Plan11V2111Exp1Jan12025.pdf 	Low	Paul Turner - NEBOSH FSC on 23/02/2024
56	<p>Is a copy of the emergency plan/evacuation strategy available outside of the workplace? Access to the fire evac policy is possible via SCHOOLBUS</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
57	<p>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 Last annual training was recorded Sep 2023.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
58	<p>Has a fire evacuation drill been carried out periodically within the last 6 months? Yes - Last Fire Drill Recorded - 23 Jan 2024</p> <p>Documents</p> <ul style="list-style-type: none"> • WWA111FD111231Jan12024.docx 	Low	Paul Turner - NEBOSH FSC on 23/02/2024
59	<p>During the evacuation drills, are all persons out of the premises within the recommended time for the purpose group? Yes - Last evacuation time recorded at 2mins</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024
60	<p>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.</p> <p>There were 3 children at the time of this Fire RA that were covered by a PEEP in place.</p>	Low	Paul Turner - NEBOSH FSC on 23/02/2024

	Question	Rating	Amended By
61	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed? No evidence was noted of a rehearsal of the PEEPS in place.	Tolerable	Paul Turner - NEBOSH FSC on 23/02/2024
62	Are there any disabled refuge points available?	N/A	Paul Turner - NEBOSH FSC on 23/02/2024
63	Have all employees been provided with adequate fire safety training at the point of induction and periodically thereafter? Yes - All new staff receive a formal induction which includes fire evacuation procedures and fire safety Staff additionally Complete annual in person training and online training via National College.	Low	Paul Turner - NEBOSH FSC on 12/02/2024
64	Have employees received training in the recognition and correct use of fire extinguishers? Yes - All staff receive annual Fire Safety and Prevention training in person from the Trust Premises Manager responsible for Fire Safety. Staff are also training via National Online College in Fire Safety or Fire Warden modules linked to a Trust Training Pathway. Whites Wood School has a combination of Foam, Hydra Spray, CO2 and dry powder. The school has now introduced Hydra Spray extinguishers that will replace over time foam extinguishers - It is noted this is only possible if flammable liquids are not present.	Low	Paul Turner - NEBOSH FSC on 23/02/2024
			
65	Have fire wardens been appointed and received adequate training to perform this role? The school has 7 appointed Fire Wardens as at February 2024 Chris Fitzpatrick Joe Street Rory Hamilton Ally Allenson Kate Ward Michele Ellis Sarah Dinmore Training is delivered as detailed in question 60.	Low	Paul Turner - NEBOSH FSC on 12/02/2024

Fire Service Access/Liaison

	Question	Rating	Amended By
66	Has the local fire service been advised of any changes to the building, occupancy or storage of highly flammable or explosive materials? To be arranged 2023-2024	Low	Paul Turner - NEBOSH FSC on 23/02/2024
67	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 - NEBOSH FSC on 12/02/2024
68	Are there any additional comments or significant findings to record? This Fire Risk Assessment has been conducted on behalf of Spire Contracts for Tall Oaks Academy Trust - Whites Wood Academy School. SPIRE CONTRACTS - SCOPE OF THE WORKS - <ul style="list-style-type: none"> • Installation of smoke & fire seals to various doors • Removal & replacement of various fire doors. • Fire stopping. • Fire Alarm renewal. • Renewal of emergency lighting bulkheads. KEY PROJECT DATES Project Started: August 2022 Project Completed: February 2023	Low	Paul Turner - NEBOSH FSC on 12/02/2024

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	For multi-occupied residential buildings 11-18 metres tall only 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?	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	Paul Turner on 19/03/2023
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
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	30/10/2024	9 - Low Risk
Fire Safety Risk	Ref: Check created from Risk Assessment: Fire Risk Assessment (White's Wood Academy) A fire detector in the main toilets missing its cover and sounder - this must be replaced renewed at the earliest opportunity.	31/03/2024	16 - Tolerable 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	07/10/2024	39 - 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	06/09/2024	46 - 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	01/05/2025	46 - Tolerable Risk