

Fire Risk Assessment

Assessment assigned to Mercer's Wood Academy



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

Date of Site Visit 17/03/2023

Opening / Operating Hours For Staff - The school is opened at approximately 0615 each morning and closes at 1815 in the evening.

For Children - The school days begins at 0830 until 1510 Mon to Fri. There is additionally a breakfast club provision that starts at 0730 and an after school provision that finishes at 1730.

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

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

Risk Assessment status: Complete
Last reviewed: 02 June 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 [Mercer'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?	2
--	---

Mercer's Wood Academy School (Main Building)

Year of Construction?	1906
How many storeys (floors) are there in the building?	3
Is there a basement?	Yes
Is there a loft?	Yes
What is the approximate total area of all floors you occupy?	1800 m ²
How many staircases does the premises have?	5
How many final exit doors are there?	8
Is there controlled access?	yes
Location of nearest hydrant	

Mercer's Wood Academy School (Foundation Building)

Year of Construction?	1906
How many storeys (floors) are there in the building?	2
Is there a basement?	Yes
Is there a loft?	Yes
What is the approximate total area of all floors you occupy?	600 m ²
How many staircases does the premises have?	1
How many final exit doors are there?	3
Is there controlled access?	yes
Location of nearest hydrant	

Description of Premises:	The site consists of two buildings: - The main school-This is mainly ground floor but has four small first floor areas and a basement boiler room. The Foundation Building-This is a ground floor building with a basement boiler room. Both buildings are traditionally constructed with brick walls and pitched tiled roofs
--------------------------	---

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?	30 Staf
Do people sleep on site?	No
Is the workplace used by any persons with a disability including a learning disability?	Yes
Is the workplace used by any persons that are currently pregnant or a new mother?	Yes
Is the workplace used by any persons that are under 18 years old?	Yes
Is the workplace used by any persons that could be under the influence of alcohol or drugs?	No
Description of the relevant persons	USE OF PREMISES 200 Children 35 Staff 200Visitors on occasions The premises are used as a school for children aged from 4 to 11. A number of children have learning disabilities but are under constant supervision whilst ion the premises. One staff member is classes as disabled but mobility levels are adequate to evacuate the building.

History/Enforcement Action

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

Co-ordination & Cooperation

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

Questions

	Question	Note	Rating	Amended By
Maintenance & Testing				
Fire Alarm System				
1	Has the fire alarm system been subjected to a periodic maintenance inspection by a competent person in the last 6-12 months?	Yes - Next due August 2023	Good	Paul Turner on 12/04/2023
2	Is the fire alarm tested on a weekly basis?	The Fire Alarm system is tested every week generally on a Tuesday at 1615	Good	Paul Turner on 14/05/2022
Emergency Lighting				
3	Has the emergency lighting system been subjected to a periodic maintenance inspection by a competent person in the last 12 months?	EM Lighting is tested annually by LDD Electrical - Next Due Feb 2024	Good	Paul Turner on 12/04/2023
4	Is the emergency lighting system tested on a monthly basis?	The site Manager carries out a monthly flick test & a 3 monthly 1 hour test of all EM lighting	Good	Paul Turner on 14/05/2022

	Question	Note	Rating	Amended By
Fire Extinguishers				
5	Have the fire extinguishers been subjected to a periodic (annual) maintenance inspection by a competent person in the last 12 months?	All fire appliances are tested annually by CHUBB Fire and Security. Next due Feb 2024	Pass	Paul Turner on 12/04/2023
6	Is a visual check of all fire extinguishers carried out on a monthly basis?	The Site Manager checks all Fire extinguishers on a weekly basis	Pass	Paul Turner on 14/05/2022
Electrical Safety				
7	Has the condition of the electrical installation(s) been inspected by a competent person?	Both buildings are inspected every 5 years by a qualified electrician - Next due Oct 2023 01 June 2023 - Surge Protection has been fitted by a qualified electrician in both buildings as recommended.	Pass	Paul Turner on 05/06/2023
8	Have all portable electrical equipment been subjected to a periodic inspection?	All Portable appliances are checked annually by a qualified PAT tester - Next Due Nov 2023	Pass	Paul Turner on 12/04/2023
Gas Safety				
9	Has the gas pipework and appliances i.e. boilers, heaters been checked by a Gas Safe accredited engineer in the last 12 months?	All Gas services are inspected annually by SAC Boiler Plant	Pass	Paul Turner on 14/05/2022
Fixed Fire-fighting Equipment				
10	Are fixed fire-fighting systems in working order?		Pass	Paul Turner on 12/04/2023
Lightning Protection				
11	If there is a lightning protection system installed, has it been subject to testing in the last 11 months?	Inspected by (PTSG) Test Strike every 11 months - Next due 01 Jan 2024	Pass	Paul Turner on 12/04/2023
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?	A branded new fire alarm system has been installed and commissioned to L2 - BS5839 - 10 Sep 2021. Fully Serviceable - No issues noted	Pass	Paul Turner on 12/04/2023
13	Can the fire alarm be raised without placing anyone in danger or at risk?	Yes - There is a call point installed at every exit point from each building.	Pass	Paul Turner on 26/03/2023
14	Are the manual (call points (red break glass) clearly visible and unobstructed?	Yes	Pass	Paul Turner on 14/05/2022
15	Does the fire alarm panel have an adequate power supply and in a healthy state?	The battery packs for each building provides an adequate power supply during a power failure and will last upto 48 hours.	Pass	Paul Turner on 12/04/2023
Emergency Routes & Exits				
16	Are the escape routes and exits adequately illuminated?	Yes	Pass	Paul Turner on 14/05/2022
17	Are there a sufficient number of exits of suitable width for the people likely to be present?	Yes	Pass	Paul Turner on 14/05/2022
18	Do final exits lead to a place of safety?	Yes	Pass	Paul Turner on 14/05/2022
19	Do travel distances exceed the suggested length for the purpose group?	No	Pass	Paul Turner on 14/05/2022
20	Are all gangways and escape routes free from obstructions, tripping and slipping hazards?	Yes - There is a procedure for daily checks of emergency routes in place. The checks are recorded smartlog.	Pass	Paul Turner on 26/03/2023
21	Are the internal steps and stairs in a good state of repair?	Yes	Pass	Paul Turner on 14/05/2022
22	Have the external staircases been subjected to a periodic inspection by a competent person?	There are no external staircases used to evacuate the building.	Pass	Paul Turner on 14/05/2022
23	Are final exits always unlocked when the premises are occupied?	Yes	Pass	Paul Turner on 14/05/2022
24	Are all final exit doors fitted with a single action device, capable of being opened immediately and without the use of a key?	Yes	Pass	Paul Turner on 14/05/2022
25	Are the self-closing devices on doors operating correctly?	Yes	Pass	Paul Turner on 14/05/2022
26	Do the doors on the escape route open in the direction of travel?	The EYFS door opens inwards - all other doors open in the direction of travel.	Information	Paul Turner on 14/05/2022
27	Are the escape routes adequately indicated by signage?	Yes	Pass	Paul Turner on 14/05/2022
28	Are fire action notices on display on the escape routes throughout the workplace?	Yes	Pass	Paul Turner on 14/05/2022
29	Are inner rooms & dead end situations adequately protected?	Yes	Pass	Paul Turner on 14/05/2022
Means of Fire-fighting				
30	Are there an adequate number of suitable fire extinguishers for the risk?	Yes - There are sixteen, 9 litre foam fire extinguishers at the main exits and key locations including the upstairs areas around the school. There are a further four CO2 fire extinguishers and two dry powder extinguishers in the plant room.	Pass	Paul Turner on 26/03/2023
31	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes - All fire extinguishers are fully accessible and are not blocked in anyway.	Pass	Paul Turner on 26/03/2023

Fire Risk Reduction

Question	Note	Rating	Amended By
32	<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>Control Measures:</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 packaging <p>All significant items are stored in a metal COSHH locker behind a locked metal door</p> <p>Significant - sources of fuel 5 litres of fuel (Petrol) for the lawn mower Up to 1ltr of white spirits</p> <p>Workshop - COSHH Locker Petrol - less than 5 litres Oil - less than 5 litres WD40 (similar) Aerosol Paint Nitro Mors Varnish Gloss Paint Graffiti Remover</p> <p>Workshop - general Wood Display Boards Plastic</p> <p>Limited stock levels kept in a locked room with limited access, flammables stored in COSHH cupboard - Fire detection Present - Low Risk</p> <p>Further Fuels - Flammable Materials have been identified as follows</p> <p>General Waste is stored in bins with lids in a locked area away from buildings Room bins emptied daily Only a limited volume of materials stored/ in use in offices and classrooms</p> <p>Classrooms and Offices : Furniture wood and plastic Fabric Paper Books Pencils Hand Sanitiser Blinds Carpet Display Boards Tissues Cardboard Chairs/Sofa Paper Towels Clothes</p> <p>All at low levels so Low Risk</p> <p>Subsistory Cupboards - Main Office and Opposite Toilets Door 4 Paper Books Pens and Pencils Plastic Cardboard Files Clipboard Wooden shelves</p> <p>Self-contained rooms with locked doors and limited ignition source being electrics Fire detection Present - Low Risk</p> <p>Server Room and Archive Room Wooden Shelves Paper Cardboard</p> <p>Self-contained rooms with locked doors and limited ignition source being electrics Fire detection Present - Low Risk</p> <p>Reception Office Hand Sanitiser Disposable Gloves Plastic Blue Roll Paper Cardboard</p> <p>Hand sanitizer in locked wooden cupboard - no imidiate ignition source Fire detection Present - Low Risk</p> <p>Cleaners Cupboards Wood Shelve Chemicals - Cleaning Fluids, Bleach, Chlorine Tablets Tissues Toilet Tissues Kitchen Roll Cloths Hand Towels Blue Roll Bin Liners</p> <p>Locked cupboard with limited access</p> <p>Old Boiler House Store Plastic Wood</p> <p>Restricted Access - Fire detection Present - Low Risk</p> <p>Reception Toy Sheds locked limited access Waste Store locked limited access lidded bins away from buildings Garden Shed with lawn mower Garden Furniture</p> <p>Art Cupboard Paper Cardboard Wood shelves and units Clothes Plastic Material Xmas Decorations & Trees</p> <p>Andrews Boilers Boiler Room Wood Plastic Thread Cardboard Wallpaper hanging off</p> <p>Limited access - Fire detection Present - Low Risk</p> <p>Resources Rooms K52 Paper Cardboard Wood Clothes Musical Instruments Carpet Batteries in plastic boxes Rubber torches Files Old Ispds</p> <p>Resources K31 Wood Shelves Books Paper Cardboard Wood Clothes Hessian Carpet Plastic Cushions Cloth Toys Wooden Furniture</p> <p>Boiler Rooms Gas supply to both boiler rooms Restricted access no storage of other items Fire detection Present - Low Risk</p>	Low Risk	Paul Turner on 20/03/2023

	Question	Note	Rating	Amended By
33	Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored?	Yes	Yes	Paul Turner on 14/05/2022
34	Is there a safe system for disposal of waste flammable materials, gases and liquids?	Yes	Not Applicable	Paul Turner on 14/05/2022
35	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes Some portable heaters are in use during the winter month - a thorough check of all areas is completed each day before closing the building.	Not Applicable	Paul Turner on 14/05/2022
36	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes	Yes	Paul Turner on 14/05/2022
37	Are electrical cables/flexes run in safe places to protect them from damage?	Yes	Yes	Paul Turner on 14/05/2022
38	Is upholstered furniture in a good condition?	Yes	Yes	Paul Turner on 14/05/2022
39	Is the workplace free from rubbish and combustible waste materials?	Yes - All waste is removed at the end of each day and the main bins are stored away from the building behind a locked gate	Yes	Paul Turner on 14/05/2022
40	Is there a designated smoking area? Are sufficient ashtrays provided?	No smoking is permitted anywhere on site	Yes	Paul Turner on 14/05/2022
41	Have suitable measures been taken to protect against the risk of arson?	Yes - CThe school buildings is protected with high fencing with the the exception of the front of the main building. The school is protected by CCTV. The school refuse bins are located behind a locked fenced off area.	Not Applicable	Paul Turner on 02/06/2023
42	Do cooking activities take place on site? Are they adequately managed, protected and separated from other parts of the premises?	There are two kitchens in use that are adequately supervised during use and processes are risk assessed separately	Not Applicable	Paul Turner on 14/05/2022
43	Are there any activities/procedures that produce heat, i.e. welding/laminating etc?	Yes - There is a laminating machine in the staff room that is only on before and during use. User switch off after each use. The Site Manager checks that all appliances are switch off at the socket each night.	Yes	Paul Turner on 02/06/2023
44	Is there a permit to work/hot work permit scheme in place?	Yes - as needed - but generally no hot works are carried out on the premises	Yes	Paul Turner on 14/05/2022
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 - All internal class room doors have had new smoke seals installed in Oct 2021 with new door handles and kick plates also added. Compartmentation is maintained as much as practically possible given the age and design of the premises - additional early detection has been installed to lower risk.	Yes	Paul Turner on 14/05/2022
46	Are the fire doors in good condition?	Oct 2021 - All doors have been refurbished where needed to include fire resistant hinges, new handles, kick plates and door closes. Where compartmentation is in place doors close automatically either linked to the fire alarm system or audible holdbacks. Doors are tested weekly.	Not Applicable	Paul Turner on 23/05/2023
47	Are the fire doors held open?	The main compartmentation doors are in the main building 2 of the sets of doors are not used! The further 2 sets of doors are magnetically held back and automatically close in the event of a fire alarm activation. A further 2 doors are held back with audible release holdbacks - tested weekly	Yes	Paul Turner on 23/05/2023
48	Are there facilities for the control of smoke installed within the building?	Yes - there is limited compartmentation but the .main school is split into 3 main sections. All doors to class rooms are fitted with door closers and intermisic strips. Upper panels have been fire mastff sealed and screwed shut.	Yes	Paul Turner on 17/03/2023
49	Are the electrical/service cupboard adequately protected by a suitable fire door? What is the location of the electrical isolation switch?	Yes	Yes	Paul Turner on 14/05/2022
50	Are the fire doors furnished with the required signage?	Yes	Yes	Paul Turner on 14/05/2022
Fire Safety Arrangements				
51	Is there an adequate emergency plan/evacuation strategy in place?	Pass - Site Staff have access to inventory	Yes	Paul Turner on 12/04/2023
52	Is a copy of the emergency plan/evacuation strategy available outside of the workplace?	Yes	Yes	Paul Turner on 14/05/2022
53	How is the emergency plan/evacuation strategy shared with all employees?	Electronically shared via the schoolbus and smartlog	Yes	Paul Turner on 17/03/2023
54	Has a fire evacuation drill been carried out periodically within the last 6 months?	Yes	Yes	Paul Turner on 14/05/2022
55	During the evacuation drills, are all persons out of the premises within the recommended time for the purpose group?	Yes	Yes	Paul Turner on 14/05/2022
56	Is there a process for identifying all relevant persons who require a Personal Emergency Evacuation Plan (PEEP)?	Yes	Yes	Paul Turner on 14/05/2022
57	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed?		Not Applicable	Paul Turner on 14/05/2022
58	Are there any disabled refuge points available?		Not Applicable	Paul Turner on 14/05/2022
59	Have all employees been provided with adequate fire safety training at the point of induction and periodically thereafter?	Yes - every year and during induction.	Yes	Paul Turner on 14/05/2022
60	Have employees received training in the recognition and correct use of fire extinguishers?	Yes - Annually during training	Yes	Paul Turner on 14/05/2022
61	Have fire wardens been appointed and received adequate training to perform this role?	SLT and the site manager are trained as fire wardens on the premises. 6 persons Susan Wilson Kieran Oia Molonia Ryan Sarah Fitzpatrick Paul Turner Grant Luker I recommended further formal training is provided to key staff (office staff)	Yes	Paul Turner on 30/03/2023
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?	No significant changes to the building layouts since the last visit	Not Applicable	Paul Turner on 14/05/2022
63	Is access for fire service vehicles adequate?	There are double gates giving access to the playground and providing suitable access to both buildings.	Yes	Paul Turner on 14/05/2022
64	Are there any additional comments or significant findings to record?	Not Applicable - No further comments to record	Yes	Paul Turner on 26/03/2023
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?		Not Applicable	
66	Have you provided all residents with a copy of these instructions within the last 12 months (and upon occupation if new residents)?		Not Applicable	
67	Have you provided all residents with the required information about fire doors within the last 12 months?		Not Applicable	
71	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?		Not Applicable	
72	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?		Not Applicable	
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?		Not Applicable	
74	Is there a record of the design of the external walls including information about the materials from which the building was constructed?		Not Applicable	
75	Are building plans available for each floor that contains all mandatory information?		Not Applicable	
76	Are all lifts & firefighting equipment subject to monthly checks to confirm that they are in good working order and state of repair?		Not Applicable	

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

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

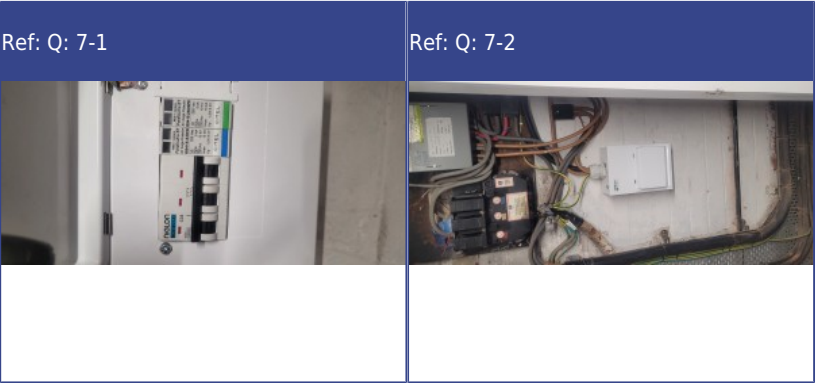
The circumstances in the workplace may change with time. The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees are exposed.

The risk assessment should:

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

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

Images



Documents

Question number	File name	Link
1	13 Feb 2023(Foundation) - 32240483_CHB.pdf	https://sl.safesmart.co.uk/img/risk/6334/13 Feb 2023(Foundation) - 32240483_CHB41c.pdf
1	13 Feb 2023(MAIN) - 32240484_CHB.pdf	https://sl.safesmart.co.uk/img/risk/6334/13 Feb 2023(MAIN) - 32240484_CHBf28.pdf
3	GN653B - PO3247 - Mercers Wood Academy, Ropery Road, Gainsborough DN21 2PD - EMG light test (10942211).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN653B - PO3247 - Mercers Wood Academy, Ropery Road, Gainsborough DN21 2PD - EMG light test (10942211)e7d.pdf
5	Fire Extinguishers 2023.pdf	https://sl.safesmart.co.uk/img/risk/6334/Fire Extinguishers 2023173.pdf
7	MWA KS1 Annex EICR_Ref71974861 (Due 15 Oct 2025).pdf	https://sl.safesmart.co.uk/img/risk/6334/MWA KS1 Annex EICR_Ref71974861 (Due 15 Oct 2025)bec.pdf
7	GN708 - Mercer Woods Academy, Ropery Road, Gainsborough DN21 2PD - Surge (10942580).pdf	https://sl.safesmart.co.uk/img/risk/6334/GN708 - Mercer Woods Academy, Ropery Road, Gainsborough DN21 2PD - Surge (10942580)609.pdf
9	Andrews x2 - SKM_C224e21091623260.pdf	https://sl.safesmart.co.uk/img/risk/6334/Andrews x2 - SKM_C224e2109162326052c.pdf
9	MWA - Boiler Plant Servicing 15 Sep 2021.pdf	https://sl.safesmart.co.uk/img/risk/6334/MWA - Boiler Plant Servicing 15 Sep 202124f.pdf
9	27 Oct 2021 - mercer's wood boilers cert.pdf	https://sl.safesmart.co.uk/img/risk/6334/27 Oct 2021 - mercer's wood boilers cert75f.pdf
11	20230202-CERSTO229425-Test-Inspect-Mercers_Wood_Academy-LP001v3_Test_and_Inspect_.pdf	https://sl.safesmart.co.uk/img/risk/6334/20230202-CERSTO229425-Test-Inspect-Mercers_Wood_Academy-LP001v3_Test_and_Inspect_0b9.pdf
12	certificate-facom-20210913210650.pdf	https://sl.safesmart.co.uk/img/risk/6334/certificate-facom-202109132106501e4.pdf
52	Fire Evacuation Plan - MWA - Sep 2022.docx	https://sl.safesmart.co.uk/img/risk/6334/Fire Evacuation Plan - MWA - Sep 20222cd.docx

Actions