

Fire Risk Assessment

Assessment assigned to Mercer's Wood Academy



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

Date of Site Visit 04/06/2024
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: 11 September 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 [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
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Mercer's Wood Academy School (Main Building)

Year of Construction?	1906
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How many storeys (floors) are there in the building? 3

Is there a basement?	Yes
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Is there a loft? Yes

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? 1800 m²

How many staircases does the premises have?	5
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How many final exit doors are there? 8

Is there controlled access?	yes
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Location of nearest hydrant

Mercer's Wood Academy School (Foundation Building)

Year of Construction?	1906
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How many storeys (floors) are there in the building?	2
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Is there a basement? Yes

Is there a loft?	Yes
Has a photovoltaic system (solar panels) been installed to the roof?	Unknown
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
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The following fire risk category has been given to the workplace after all the guidance has been adhered to within the online Fire Risk Assessment and a full evaluation of the risks in relation to life and property have been considered and are deemed to be at an acceptable level with the control measures in place.

Fire Risk Category:	Not set
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Relevant Persons

For this type of occupancy, would you say that the occupants of your premises are:	Above average mobility
What is the maximum number of people likely to be accessing the building at any one time?	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	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>Yes - Last Inspection - 12 Feb 2024 Next due August 2024</p> <p>Documents:</p> <ul style="list-style-type: none"> • 18 Feb 2024 (Foundation - 43726481_CDR.pdf) • 11 Feb 2024 (DASH - 7245384_CDR.pdf) • 20240114CDR.pdf • 20240114CDR.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
2	<p>Is the fire alarm tested on a weekly basis?</p> <p>The Fire Alarm system is tested every week generally on a Tuesday at 1615</p>	COM	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>EM Lighting is tested annually by LDD Electrical - Next Due April 2025</p> <p>Documents:</p> <ul style="list-style-type: none"> • EMESR - 403247 - Mercers Wood Academy, Roome Road, Gainsborough DN21 2PD - EMC light test (10947211).pdf • GN88111P04143111 Mercers Wood Academy (10941420) 11 ENG Light 1109450501.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
4	<p>Is the emergency lighting system tested on a monthly basis?</p> <p>The Site Manager carries out a monthly flick test & a 3 monthly 1 hour test of all EM lighting.</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
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?</p> <p>All fire appliances are tested annually by CHUBB Fire and Security. Next due Feb 2025</p> <p>Documents:</p> <ul style="list-style-type: none"> • Fire Extinguishers 2023.pdf • FW6111FireExtinguishers2024.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
6	<p>Is a visual check of all fire extinguishers carried out on a monthly basis?</p> <p>The Site Manager checks all Fire extinguishers on a weekly basis - Results recorded on SMARTLOG</p>	COM	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?</p> <p>Both buildings are inspected every 5 years by a qualified electrician</p> <p>The Foundation Bldg was last checked in April 2024 - Reports attached. Main Bldg Due - Oct 2025</p> <p>01 June 2023 - Surge Protection has been fitted by a qualified electrician in both buildings as recommended.</p>  <p>Documents:</p> <ul style="list-style-type: none"> • FW6111 Fire Extinguishers 2023.pdf • GN78 - Mercers Wood Academy, Roome Road, Gainsborough DN21 2PD - Surge (10941480).pdf • GN87111P04143111 Mercers Wood Academy (10941420) 11 ENG Light 1109450501.pdf • GN87111P04143111 Mercers Wood Academy (10941420) 11 ENG Light 1109450501.pdf • GN87111P04143111 Mercers Wood Academy (10941420) 11 ENG Light 1109450501.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
8	<p>Have all portable electrical equipment been subjected to a periodic inspection?</p> <p>All Portable appliances are checked annually by a qualified PAT tester - Next Due Nov 2024</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
Gas Safety			
9	<p>Has the gas pipework and appliances (e.g. boilers, heaters) been checked by a Gas Safe accredited engineer in the last 12 months?</p> <p>All Gas services are inspected annually by SAC Boiler Plant</p> <p>Some issues were noted with the installation - issues rectified - boilers are currently switched off. All boiler servicing will resume - Sep/Oct 2024.</p> <p>3 Main boilers 2 Andrews - Hot Water</p> <p>Documents:</p> <ul style="list-style-type: none"> • Boilers s.d. - SKN - C224e-21091623260.pdf • HWA - Boiler Plant Services 14 Sep 2024.pdf • 17 Dec 2023 - mercers wood boiler test.pdf • GT17163817496160400.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
Fixed Fire-fighting Equipment			
10	<p>Are fixed fire-fighting systems in working order?</p>	NA	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?</p> <p>Inspected by (PFSK) Test Strike every 11 months - Next due Dec 2024</p> <p>Documents:</p> <ul style="list-style-type: none"> • 2004002 - ERS102928425 Test Inspect Mercers Wood Academy (P001v1) Test and Inspect.pdf • 20040102 - ERS102928425 Test Inspect Mercers Wood Academy (11 P001v3) Test and Inspect.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
Photovoltaic (Solar Panel) Systems			
12	<p>Has the photovoltaic system been subjected to a periodic maintenance inspection by a competent person in the last 12 months?</p>	NA	
13	<p>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).</p>	NA	
14	<p>Is the photovoltaic system inspected (6-monthly) in accordance with BS 7671 IET Wiring Regulations?</p>	NA	
15	<p>Is there a process for checking the solar panels after adverse weather for any damage sustained?</p>	NA	
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?</p> <p>A branded new fire alarm system has been installed and commissioned to L2 - BS5839 - 10 Sep 2021. Fully Serviceable - No issues noted</p> <p>Documents:</p> <ul style="list-style-type: none"> • certifire-fscem-2021091310650.pdf 	COM	Paul Turner - NEBOSH FSC on 04/06/2024
17	<p>Can the fire alarm be raised without placing anyone in danger or at risk?</p> <p>Yes - There is a call point installed at every exit point from each building.</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
18	<p>Are the manual call points (red break glass) clearly visible and unobstructed?</p> <p>Yes</p>	COM	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?</p> <p>The battery packs for each building provides an adequate power supply during a power failure and will last upto 48 hours.</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
Emergency Routes & Exits			
20	<p>Are the escape routes and exits adequately illuminated?</p> <p>Yes</p>	COM	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?</p> <p>Yes</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
22	<p>Do final exits lead to a place of safety?</p> <p>Yes</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
23	<p>Do travel distances exceed the suggested length for the purpose group?</p> <p>No</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
24	<p>Are all gangways and escape routes free from obstructions, tripping and slipping hazards?</p> <p>Yes - There is a procedure for daily checks of emergency routes in place. The checks are recorded smartlog.</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024
25	<p>Are the internal steps and stairs in a good state of repair?</p> <p>Yes</p>	COM	Paul Turner - NEBOSH FSC on 04/06/2024

	Question	Rating	Amended By
26	Have the external staircases been subjected to a periodic inspection by a competent person? There are no external staircases used to evacuate the building.	100%	Paul Turner on 14/05/2022
27	Are final exits always unlocked when the premises are occupied? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
28	Are all final exit doors fitted with a single action device, capable of being opened immediately and without the use of a key? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
29	Are the self-closing devices on doors operating correctly? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
30	Do the doors on the escape route open in the direction of travel? The EFPS door opens inwards - all other doors open in the direction of travel.	100%	Paul Turner - NEBOSH FSC on 04/06/2024
31	Are the escape routes adequately indicated by signage? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
32	Are fire action notices on display on the escape routes throughout the workplace? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
33	Are inner rooms & dead end situations adequately protected? Yes	100%	Paul Turner - NEBOSH FSC on 04/06/2024
Means of Fire-fighting			
34	Are there an adequate number of suitable fire extinguishers for the risk? Yes - There are 9 fire foam fire extinguishers at the main site 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.	100%	Paul Turner - NEBOSH FSC on 04/06/2024
35	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.	100%	Paul Turner - NEBOSH FSC on 04/06/2024
Fire Risk Reduction			

36	Question	Rating	Amended By
	<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</p> <p>5 liters of fuel (Petrol) for the lawn mower</p> <p>Up to 1ltr of white spirits</p> <p>Workshop - COSHH Locker</p> <p>Petrol - less than 5 litres</p> <p>Oil - less than 5 litres</p> <p>WD40 (similar)</p> <p>Aerosol Paint</p> <p>Wetex Mort</p> <p>Varnish</p> <p>Gloss Paint</p> <p>Graffiti Remover</p> <p>Workshop - general</p> <p>Wood</p> <p>Display Boards</p> <p>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</p> <p>Room bins emptied daily</p> <p>Only a limited volume of materials stored/ in use in offices and classrooms</p> <p>Classrooms and Offices -</p> <p>Furniture wood and plastic</p> <p>Fabric</p> <p>Paper</p> <p>Books</p> <p>Pencils</p> <p>Hand Sanitiser</p> <p>Blinds</p> <p>Carpet</p> <p>Display Boards</p> <p>Tissues</p> <p>Cardboard</p> <p>Chairs/Dofa</p> <p>Paper Towels</p> <p>Clothes</p> <p>All at low levels so Low Risk</p> <p>Stationary Cupboards -Main Office and Opposite Toilets Door 4</p> <p>Paper</p> <p>Books</p> <p>Pens and Pencils</p> <p>Plastic</p> <p>Cardboard</p> <p>Files</p> <p>Clipboard</p> <p>Wooden shelves</p> <p>Self-contained rooms with locked doors and limited ignition source being electric</p> <p>Fire detection Present - Low Risk</p> <p>Server Room and Archive Room</p> <p>Wooden Shelves</p> <p>Paper</p> <p>Cardboard</p> <p>Self-contained rooms with locked doors and limited ignition source being electric</p> <p>Fire detection Present - Low Risk</p> <p>Premises Office</p> <p>Hand Sanitiser</p> <p>Disposable Gloves</p> <p>Plastic</p> <p>Blue Roll</p> <p>Paper</p> <p>Cardboard</p> <p>Hand sanitiser in locked wooden cupboard - no immediate ignition source</p> <p>Fire detection Present - Low Risk</p> <p>Cleaners Cupboards</p> <p>Wood Shelves</p> <p>Chemicals - Cleaning Fluids, Bleach, Chlorine Tablets</p> <p>Toilet</p> <p>Toilet Tissues</p> <p>Kitchen Roll</p> <p>Cloths</p> <p>Hand Towels</p> <p>Blue Roll</p> <p>Bin Liners</p> <p>Locked cupboard with limited access</p> <p>Old Boiler House Store</p> <p>Plastic</p> <p>Wood</p> <p>Restricted Access - Fire detection Present - Low Risk</p> <p>Playground</p> <p>Toy sheds locked limited access</p> <p>Waste Store locked limited access lidded bins away from buildings</p> <p>Garden Shed with lawn mower</p> <p>Garden Furniture</p> <p>Art Cupboard</p> <p>Paper</p> <p>Cardboard</p> <p>Wood shelves and units</p> <p>Clothes</p> <p>Plastic</p> <p>Materials</p> <p>Xmas Decorations & Trees</p> <p>Andrews Boilers</p> <p>Boiler Room</p> <p>Wood</p> <p>Plastic</p> <p>Thread</p> <p>Cardboard</p> <p>Wallpaper hanging off</p> <p>Limited access - Fire detection Present - Low Risk</p> <p>Resources Rooms KS2</p> <p>Paper</p> <p>Cardboard</p> <p>Wood</p> <p>Clothes</p> <p>Musical Instruments</p> <p>Carpet</p> <p>Batteries in plastic boxes</p> <p>Rubber torches</p> <p>Files</p> <p>Old toys</p> <p>Resources KS1</p> <p>Wood Shelves</p> <p>Books</p> <p>Paper</p> <p>Cardboard</p> <p>Wood</p> <p>Clothes</p> <p>Hessian</p> <p>Carpet</p> <p>Plastic</p> <p>Cushions</p> <p>Old Toys</p> <p>Wooden Furniture</p> <p>Boiler Rooms</p> <p>Gas supply to both boiler rooms</p> <p>Restricted access no storage of other items</p> <p>Fire detection Present - Low Risk</p>	<p>2024/05/20</p>	<p>Paul Turner - NEROSH FSC on 04/06/2024</p>

	Question	Rating	Amended By
37	Are the storage arrangements for flammable materials, gases or liquids adequate for the type and quantity stored? Yes - The Site Managers wsep has a designated Metal CGSHH Locker.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
38	Is there a safe system for disposal of waste flammable materials, gases and liquids? Yes - Contact through LA. No waste is generated.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
39	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.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
40	Is the use of electrical extension leads and multi-point adaptors kept to a minimum? Yes	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
41	Are electrical cables/flexes run in safe places to protect them from damage? Yes	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
42	Is upholstered furniture in a good condition? Yes	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
43	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	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
44	Is there a designated smoking area? Are sufficient ashtrays provided? No smoking is permitted anywhere on site	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
45	Have suitable measures been taken to protect against the risk of arson? Yes - The school buildings is protected with high fencing with 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.	Pass	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? There are two kitchens in use that are adequately supervised during use and processes are risk assessed separately	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
47	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 switched off at the socket each night.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
48	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	Pass	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 - All internal door room doors have had new smoke seals installed in Oct 2021 with new door handles and lock 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.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
50	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 hobbbacks. Doors are tested weekly.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
51	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 hobbbacks - tested weekly	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
52	Are there facilities for the control of smoke installed within the building? Yes - there is limited compartmentation but the main school is split into 2 main sections. All doors to class rooms are fitted with door closers and intermission strips. Upper panels have been fire matiff sealed and screwed shut.	Pass	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	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
54	Are the fire doors furnished with the required signage? Yes	Pass	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	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
56	Is a copy of the emergency plan/evacuation strategy available outside of the workplace? Yes Documents • Fire Evacuation Plan - MVA - Sep 2022.docx	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
57	How is the emergency plan/evacuation strategy shared with all employees? Electronically shared via the schoolbus and smartlog	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
58	Has a fire evacuation drill been carried out periodically within the last 6 months? Yes 23 Jan 2024 - 1m35secs	Pass	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? Yes	Pass	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)? Yes	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
61	Have the provisions noted in the Personal Emergency Evacuation Plans (PEEP) been rehearsed? Yes	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
62	Are there any disabled refuge points available? Yes	Pass	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? Yes - every year and during induction.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
64	Have employees received training in the recognition and correct use of fire extinguishers? Yes - Annually during training	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
65	Have fire wardens been appointed and received adequate training to perform this role? SL1 and the site manager are trained as fire wardens on the premises & persons Susan Wilson Kirstin Oja Melanie Ryan Sarah Fitzpatrick Paul Turner Grant Laker I recommended further formal training is provided to key staff (office staff)	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
Fire Service Access/Liaison			
66	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 Feb 2024 - awaiting confirmation of a new visit.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
67	Is access for fire service vehicles adequate? There are double gates giving access to the playground and providing suitable access to both buildings.	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
68	Are there any additional comments or significant findings to record? Not applicable - No further comments to be record	Pass	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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
70	Have you provided all residents with a copy of these instructions within the last 12 months (and upon occupation if new residents)?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
71	Have you provided all residents with the required information about fire doors within the last 12 months?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
72	Have you provided all residents with the mandatory information required by Article 21A of the Regulatory Reform (Fire Safety) Order 2005?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
75	For multi-occupied residential buildings over 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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
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?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
78	Is there a record of the design of the external walls including information about the materials from which the building was constructed?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
79	Are building plans available for each floor that contains all mandatory information?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024
80	Are all lifts & firefighting equipment subject to monthly checks to confirm that they are in good working order and state of repair?	Pass	Paul Turner - NEBOSH FSC on 04/06/2024

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.

Actions