

# Health & Safety Visit Audit Report



**Hobson Street  
Burslem  
ST6 2AQ**

## **Audit and Report By:**

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## Introduction

The visit was undertaken by Jake Astbury-Leese of BPA as part of the retained health and safety contract agreement between Alpha Learning Staffordshire and BPA (Services) Limited.

The purpose of this visit was to carry out an assessment of the premises occupied by Alpha Learning Staffordshire, assess the health, safety and standards which have been incorporated within the findings identified in this report.

The site is now fully operational and therefore security processes were found to be in force and very effective.

## Description of property

The property is situated on the edge of new a residential development. The property is of standard brick build construction, featuring a flat roof & internal rainwater drainage. The property is a standalone build with neighbouring properties of similar construction with industrial units interlaced.

The property features electronic security shutters to the exterior, internal routes are protected by electronic maglock access doors operated by key coded fobs.

## Observations

Security and access controls are well established and effectively implemented. The facility was well organised and clear of any significant obstructions which could prevent a successful evacuation in the event of an emergency.

The onsite documentation was well organised and comprehensively completed.

Records are in place for all statutory and routine preventative maintenance, inspections and checks.

### Previous inspections:

- Fire alarm - 04.10.23
- Extinguishers - 6 Monthly in line with alarm
- Emergency Lighting - 15.09.23 – Works completed by Meadowcroft – Report on file.
- Legionella control - Well managed next review due January 24.
- Electrical Inspections
  - Fixed - 20.12.21 5yr cycle
  - Portable - 17.02.23 1yr cycle
- Airconditioning - June 22
- EPC - 16.11.30
- Asbestos - 01.08.23 Report signed off. Management program required.
- Call Points - Monthly tests in sequential order to confirm condition of whole system regularly.

Monthly fire and evacuation drills are conducted, and appropriate records are available for review. It was noted that this frequency exceeds the recommendations, however risk recognition displayed by Dannielle has shown that due to the potential variance and turnover of students that an increased frequency is justified and can be seen as an example of good practice.

The property originally served as a data hub and therefore had been fitted with a significant number of computer and data servers.

This room was found to be well ventilated, not generating a significant amount of heat and protected by an auto air conditioning system which has been set to activate should the air temperature reach a set level. (It was not established what temperature the unit was set at; however, the server room was cool at the time of the visit.)

Throughout the facility emergency access doors and restricted access areas such as the electrical distribution panels have all been secured and protected by way of Redlam Fire door Bolts. Site is to ensure that appropriate means to break the glass barrel is available at each emergency exit location.

Marks' Room – It was noted a raised platform protecting heating pipes is present in the doorway to the rear of this classroom increasing the risk of trips or falls. It is recommended that the leading edges be highlighted in a bright contrasting color. In order to provide a good indication of the change in floor level when visibility may be reduced or where persons may have vision impairment.

Ceiling tiles – Tiles were found to be missing, damaged & in varying conditions throughout the property. It is recommended that any damaged missing or water marked tiles are removed and replaced accordingly.

### **Boiler Room & Boiler House**

A significant amount of non-essential, flammable or ignitable material has been identified stored in close proximity to the boiler room.

Although it is accepted that any ignition source is limited due current boilers being condemned, this stored material is still creating a significant trip or injury hazard to any persons accessing the boiler room.

The physical state encountered within the boiler storeroom is creating a significant risk to safety. This area must be subject to a program of intensive housekeeping, de-cluttering and waste disposal is carried out.

The property currently has no working heating and is relying on warm air provided by air conditioning systems.

As suspected previously the currently installed Hamworthy boilers have been condemned and must not be fired up.

A date for replacement boiler install has yet to be confirmed, a lack of functioning heating approaching the winter months would be unsustainable and therefore this timescale must be brought forward to ensure conditions are suitable.

## **Conclusion & Recommendations**

The premises is very well controlled and managed with routine and statutory inspections undertaken at appropriate intervals. The processes in place to ensure the safety, wellbeing and welfare of both students and staff takes a leading role in the general day to day facility management at Alpha Learning Staffordshire. The areas of concern were raised with onsite officials at the time of the visit and these findings were welcomed and accepted as potential areas for safety improvement. Where significant risks have been identified these fall outside the remit of general facility and building management and therefore communications with the landlord/ landlord representative should be conducted to affect the rectifications in a timely fashion.

- Site is to ensure that appropriate means to break the glass barrel is available at each emergency exit location.
- It is recommended that the leading edges of steps and staircases be highlighted in a bright contrasting color.
- It is recommended that any damaged missing or water marked tiles are removed and replaced accordingly.
- The physical state encountered within the boiler storeroom is creating a significant risk to safety. This area must be subject to a program of intensive housekeeping, de-cluttering and waste disposal is carried out.
- As suspected previously the currently installed Hamworthy boilers have been condemned and must not be fired up. A date for replacement boiler install has yet to be confirmed, a lack of functioning heating approaching the winter months would be unsustainable and therefore this timescale must be brought forward to ensure conditions are suitable.

### **Note:**

#### **IF YOU DISCOVER A FIRE**

It is company policy that no employee is expected to tackle a fire unless it is required to ensure a safe exit from the building.

On hearing the alarm, all employees are to make their way to the nearest emergency exit. They will then gather at the assembly point where a count of all employees & Students will be made to ensure that all are present. Once a headcount has been made it should then be communicated to the Officer in Charge that everyone is present and accounted for, the Officer in Charge should then be told if there is anyone missing and where they are most likely to be so a search can be carried out.

No one is to re-enter the building until it is having been confirmed safe by the Officer in Charge of the Fire service.