



Regulatory Reform (Fire Safety) Order 2005 Fire Safety Risk Assessment



**Community Hall
Rowney Green Lane
Alvechurch
B48 7QP**

12th April 2010

Completed By

**John Bates M.I.Fire.E MIIRSM MIFSM
(Director) JR Associates**



Telephone No.
01384 76792

CONTENTS

Introduction

Risk Assessment Methodology

Section 1.0 Identify Hazards

Section 1.1 Sources of Ignition

Section 1.2 Sources of Fuel

Section 1.3 Sources of Oxygen

Section 2.0 People at risk

Section 3.0 Protective Equipment

Section 3.1 Fire detection and Warning systems

Section 3.2 Fire Fighting Equipment

Section 3.3 Means of Escape

Section 3.4 Emergency Escape Lighting

Section 3.5 Signs and Notices

Section 3.6 Testing and Maintenance

Section 4.0 Record, Plan, Inform, Instruct and Train

Section 4.1 Emergency Plan

Section 4.2 Provision of Information to employers and the self employed from outside undertakings

Section 4.3 Fire Safety Training

Section 4.4 Co-operation and Co-ordination

Section 4.5 Miscellaneous

Section 5.0 Review

Section 6.0 Significant Findings

Section 6.1 Premises Information Sheet

Section 6.2 Risk Rating

Section 6.3 Significant Findings Risk rating Summary

Section 6.4 Risk Rating Table

Section 6.5 Significant Findings

Section 7.0 Relevant Photographs

Section 8.0 Plan Drawing

Section 9.0 Signature Sheet

Appendix 1 Key to Plan Symbols

Appendix 2 Fire Safety Testing and Maintenance

Appendix 3 Fire safety training

Appendix 4 Emergency Plan

NB - This Is A Legal Document and Should Remain on the Premises

INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 commenced 1st October 2006 and replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. If a fire certificate has been issued in respect of your premises or the premises were built to recent building regulations, as long as you have made no material alterations and all of the physical fire precautions have been maintained, then it is unlikely you will need to make any significant improvements to your existing fire protection arrangements to comply with the order. However, you must still carry out a fire risk assessment and keep it up to date to ensure the fire precautions in your premises remain current and adequate.

MANAGING FIRE SAFETY

Good management of fire safety is essential to ensure that fires are unlikely to occur; but if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly. This risk assessment will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, the risk assessment will identify any issues that need attention (significant findings).

WHAT IS A FIRE RISK ASSESSMENT?

A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to persons in and around the premises (Relevant Persons).

The aims of this fire risk assessment are:

- To identify fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The term 'where necessary'

This means the fire precautions you must provide and maintain are those which are needed to reasonably protect relevant persons from risks to them in case of fire. This will be determined by the findings of this risk assessment including details of the preventative measures you will have to undertake.

In practice, it is very unlikely, that a properly conducted fire risk assessment, which takes into account all the matters relevant for the safety of persons in case of fire, will conclude that no fire precautions (including maintenance) are necessary.

The terms 'hazard' and 'risk' are used throughout this assessment and it is important that you have a clear understanding of how these should be used.

Hazard: anything that has the potential to cause harm.

Risk: the chance of harm occurring.

Relevant Regulations and Codes of Practice

In order to ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order, the following Regulations and Codes of Practice need to be observed.

Building Regulations Approved Document 'B' Fire Safety

HM Government Fire Risk Assessment Guidance Documents

British Standard 5839, Part 1 Fire Alarm System Installation

British Standard 5266, Part 1 Emergency Lighting

British Standard 5306, Part 3 Maintenance of Fire Extinguishers

British Standard 5306, Part 8 Selection and Installation of Fire Extinguishers

British Standard 5588, Part 11 COP for Shops, Offices, Industrial Storage and other similar Buildings

British Standard 5588, Part 12 Managing Fire Safely

The Health & Safety (Safety Signs and Signals) Regulations

The responsible person may need to take into account other Standards and Codes of Practice if the circumstances require. However, the above are the key compliance codes.

RISK ASSESSMENT METHODOLOGY

The Fire Safety Risk Assessment has been undertaken using the 5 Step Procedure as detailed below. Using their professional judgment in considering the issues highlighted in the table below to determine the risk rating of the premises under each category.

The issues can be divided into two categories-

Preventative Measures (Fire Hazards, Risks to Relevant Persons)

Protective Measures (The removal or reduction of risks to the relevant persons)

Step 1 Identify Fire Hazards

- Sources of Ignition
- Sources of Fuel
- Sources of Oxygen

Step2 Identify People at Risk

- People in and around the Premises
- Persons Especially at Risk

Step 3 Evaluate, Remove Reduce and Protect from Risk

- Evaluate the risk of a fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards

Remove or Reduce the risks to people

- Detection and Warning
- Fire-Fighting
- Escape Routes
- Lighting
- Signs and Notices
- Maintenance

Step 4 Record, plan, inform, instruct and train

- Record significant finding and action taken
- Prepare an emergency plan
- Inform and instruct relevant people, co-operate and co-ordinate with others
- Provide training

Step 5 Review

- Keep assessment under review
- Revise where necessary

Those people especially at risk if there is a fire have been identified as relevant persons and include, employees who work alone and/or in isolated areas, people who are unfamiliar with the premises, contractors, visitors, customers, people with disabilities or those who may have some other reason for not being able to leave the premises quickly, other persons in the immediate vicinity of the premises and people with language difficulties.

On the basis that the risk of fire cannot be totally excluded the protective measures provided within the premises are to ensure the safe evacuation of the Relevant Persons.

Details of Persons especially at risk, the Protective measures and any shortfalls are recorded as significant findings in Section 6.5.

Section 1.0 Identify the Hazards

Article 10 Part 3 of Schedule 1 of the Regulatory Reform (Fire Safety) Order 2005 requires the 'Responsible Person' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises. For a fire to occur three elements are required a source of ignition, source of fuel and oxygen. If any of these elements are missing a fire cannot start. This Section of the Risk Assessment highlights probable ignition sources, and available fuels discovered that must be eliminated or reduced.

1.1 Sources of Ignition

To identify the possible sources of ignition in your premises the assessor has looked at the possible sources of heat which could get hot enough to ignite material found on your premises. These sources include the following:-

| Sec | Sources of Ignition | Yes | No | Existing Control Measures |
|--------|---|-----|----|--|
| 1.1.1 | Smokers Material e.g. Cigarettes, Matches & Lighters | | ✓ | Since 1 st July 2007 smoking has been banned in all enclosed places. The premises have just been refurbished and as a result no 'No smoking' signs were on display at each of the potential entrances. Significant Finding. See Section 6.5. |
| 1.1.2 | Naked flames, e.g. gas or liquid-fuelled open-flame equipment | | ✓ | None detected during the assessment. |
| 1.1.3 | Sparks from burning products, e.g. bonfires in yards | | ✓ | None detected during the assessment. |
| 1.1.4 | Electrical, gas or oil-fired heaters (fixed or portable), room heaters | ✓ | | Heating is provided by electrical fixed wall mounted heaters. There were no portable heaters detected within the premises during the assessment. |
| 1.1.5 | Hot processes/hot work, e.g. welding by contractors or shrink wrapping | | ✓ | None detected during the assessment. |
| 1.1.6 | Cooking equipment, hot ducting, flues and filters | | ✓ | The kitchen is equipped with basic cooking facilities for the provision of simple meals and the possible reheating of food on an ad-hoc basis. The kitchen is divided from the means of escape by 30 minutes fire resisting construction and there is a heat detector installed to provide a warning. The existing control measures appear reasonable under the circumstances of the case. |
| 1.1.7 | Extract fans for dust and fume removal systems, e.g. by build-up of debris | | ✓ | None detected during the assessment. |
| 1.1.8 | Failure of temperature control thermostats on hot work/cooking processes | | ✓ | |
| 1.1.9 | Heat sources, such as gas, electric, radio frequency, thermal fluids, steam pipes | ✓ | | There were electrical stage lights being installed during the assessment and a lighting control room had several electrical switches and wiring installed. The lighting was being installed by a specialist company and the wiring in the control room appeared fit for purpose. The existing control measures appear reasonable. |
| 1.1.10 | Frictional generated heat from mechanical equipment | | ✓ | None detected during the assessment. |
| 1.1.11 | Static charge from mechanical equipment, e.g. conveyor belts | | ✓ | None detected during the assessment. |

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|--------|--|---|---|---|
| 1.1.12 | Poor electrical installations, e.g. overloads, heating from bunched cables, damaged cables, extension leads and multi-adaptors | ✓ | | Most of the electrical circuits were recently replaced during the refurbishment. The whole electrical system therefore should have been tested in accordance with the electrical regulations and a compliance certificate should be obtained and placed on the premises fire log book for possible inspection by an Enforcement Officer. All portable electrical equipment should be tested in accordance with the Portable Appliances Testing electrical regulations and records maintained similarly. |
| 1.1.13 | Faulty or misused electrical equipment, e.g. refrigeration defrost systems, fork lift truck charging units | | ✓ | None detected during the assessment. |
| 1.1.14 | Light fittings and lighting equipment e.g. halogen lamps or display lighting or overhead lights too close to stored products | | ✓ | See Section 1.1.9. |
| 1.1.15 | Hot surfaces and obstruction of equipment ventilation | | ✓ | None detected during the assessment. |
| 1.1.16 | Arson | | ✓ | The risk of an arson attack is always a possibility. The premises are situated on a lane within its own grounds. The premises are open to the front but surrounded by private property. There are security systems installed but it may be worth obtaining the advice from the Prevention of Crime Officer from the local Police Force to obtain information on any other security measures that could be installed to minimise the risk. |

Section 1.2 Sources of Fuel

Anything that burns is a source of fuel. The assessor has looked at the things that will burn reasonably easily and are in sufficient quantity to provide fuel for a fire or cause a fire to spread to another source of fuel. The most common fuels found in the workplace include the following:-

| Sec | Sources of Fuel | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 1.2.1 | Flammable liquid-based products such as paints, varnishes, thinners etc. | ✓ | | Small quantities not considered to be significant. |
| 1.2.2 | Flammable liquids and solvents such as petrol, white spirit, cooking oil, disposable cigarette lighters. | | ✓ | None detected during the assessment. |
| 1.2.3 | Flammable chemicals, such as certain cleaning products, photocopier chemicals and dry cleaning products that use hydrocarbon solvents | | ✓ | None detected during the assessment. |
| 1.2.4 | Flammable gases, such as LPG, Flammable refrigerants and flammable gas propelled aerosols | | ✓ | None detected during the assessment. |
| 1.2.5 | Stores goods and high piled or racked storage. | | ✓ | None detected during the assessment. |
| 1.2.6 | Foodstuffs containing sugar and oils, such as sugar coated cereal and butter | | ✓ | |

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|--------|--|---|---|--|
| 1.2.7 | Plastics and rubber, such as video tapes polyurethane foam filled furniture and polystyrene based display materials | | ✓ | There was no furniture laid out as the building is currently being refurbished. However, polyurethane foam filled furniture should be confined to limited areas and away from escape routes. The furniture should be kept in a good state of repair especially within the areas where alcohol is to be consumed. |
| 1.2.8 | Paper products, such as stationery, advertising material and decorations | | ✓ | Small quantities not considered to be significant. |
| 1.2.9 | Packaging materials | | ✓ | None detected during the assessment. |
| 1.2.10 | Plastic and timber storage aids both in use and idle, such as pallets, octobins and palletainers | | ✓ | None detected during the assessment. |
| 1.2.11 | Combustible insulation such as panels with combustible cores | | ✓ | None detected during the assessment. |
| 1.2.12 | Textiles and soft furnishings, such as hanging curtains and clothing displays | ✓ | | There were considerable quantities stored within the roof void on mezzanine floors. The areas are covered with smoke detection which would give an early warning in the case of fire. However, as the fire loading is high, additional care should be taken with good housekeeping (e.g. keeping fuels and ignition sources apart) being a priority. The areas should be kept clear of any electrical appliances (That are connected to the mains) and a safe distance of at least 600mm should be maintained around any light fittings. Regular checks should be made by a responsible person and persons using the storage areas should be briefed on good practise with regards to fire safety. |
| 1.2.13 | Waste products, particularly finely divided items such as shredded paper and wood shavings, offcuts, dust and litter/rubbish | | ✓ | None detected during the assessment. |

Section 1.3 Sources of Oxygen

The main source of oxygen for a fire is in the air around us. In any enclosed building this is provided by the ventilation system in use. This generally falls into one of two categories natural airflow through doors, windows etc. or mechanical air conditioning or air handling systems. The assessor has also taken into account additional sources of oxygen that may be found in the workplace which could assist the spread of fire and include the following:-

| Sec | Sources of Oxygen | Yes | No | Existing Control Measures |
|-------|---|-----|----|-------------------------------------|
| 1.3.1 | Oxidising materials | | ✓ | None detected during the assessment |
| 1.3.2 | Oxygen supplies from cylinder storage and piped systems e.g. oxygen used in welding processes | | ✓ | None detected during the assessment |
| 1.3.3 | Pyrotechnics which contain oxidising materials and need to be treated with great care | | ✓ | None detected during the assessment |

Section 2.0 Persons at Risk

The persons at risk are 'Relevant Persons' as detailed within the Regulatory Reform (Fire Safety) Order 2005. The 'Relevant Persons' are any persons who may be lawfully on the premises and persons within the immediate vicinity of the premises. This Section of the assessment has given in particular attention to those persons especially at risk which include the following:-

| Sec | Persons at risk | Yes | No | Existing Control Measures |
|-----|---|-----|----|---|
| 2.1 | Lone Workers e.g. cleaners, security staff etc. | ✓ | | There may be times when the premises are occupied by just one person. If this to be a regular occurrence then checking procedures should be made by another responsible person to ensure that the lone worker/attendee are ok. Any person who may be alone on the premises for long periods of time should have access to a mobile phone kept on their person at all times and access should be restricted to the ground floor only until there are at least two persons on the premises. |
| 2.2 | Visitors | ✓ | | A responsible person should be on the premises at all times visitors are attending the premises. A dairy should be kept and visiting groups should be entered together with the name of a contact for each group that may be simultaneously using the premises. In turn that contact should be aware of the persons within their group so that if an evacuation has to be made each in turn can account for the members of their party. If persons are to be working on the mezzanine floors for long periods of time someone on the ground floor should be aware of their whereabouts so that if they do not report to the assembly point in the case of an evacuation, the emergency services can be informed of their expected location. |
| 2.3 | Contractors | ✓ | | Contractors should not be working on the premises unless there is a responsible person present. If contractors are to be completing hot works on the premises, then a hot works permit/risk assessment procedure should be introduced and adhered to. |
| 2.4 | Members of the Public | ✓ | | There should always be a responsible person present when members of the public are on the premises. If the members of the public are attending the hall to see a show or attend a large meeting then the fire safety emergency procedure should be brought to their attention prior to the event commencing. |
| 2.5 | Unaccompanied children and young people | ✓ | | Children should always be supervised by an adult at all times when they are on the premises. |
| 2.6 | People with special needs | ✓ | | People with special needs may require assistance to evacuate in the case of an emergency. If such persons are on the premises the responsible person may have to complete a Personal Emergency Evacuation Plan for each person taking into account their particular limitation and what |

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| | | | | additional control measures may be required. Examples would be placing someone in a wheelchair close to a final exit, introducing a buddy system where an able bodied person is allocated to assist someone with a particular need. Etc. |
| 2.7 | People not able to leave the building quickly | ✓ | | See section 2.6. |
| 2.8 | People with language difficulty | | ✓ | None identified during the assessment |
| 2.9 | Other people in the immediate vicinity of the premises | | ✓ | The site is isolated being well away from the main road and accessed by a private drive and car park. The existing control measures appear reasonable under the circumstances. |

Section 3.0 Protective Equipment

Article 8.1 (a) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to take such general fire precautions so far as reasonably practicable, the safety of any of his employees and in (b) the Relevant Persons. The level of fire protection required will be proportional to the level of risk posed to the safety of 'Relevant Persons'. Therefore the objective of this section is to reduce the remaining risk to a level as low as reasonably practicable. The higher the risk of fire and risk to life the higher the standards of fire protection will be required.

Section 3.1 Fire detection and Warning systems

Article 13.-(1)(a) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person must ensure the premises are to the extent that is appropriate equipped with fire detectors and alarms

| Sec | Fire detection and Warning systems | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 3.1.1 | Are the premises fitted with automatic fire detection? | ✓ | | The building is fitted with a new smoke detection system that appears fit for purpose. Once everything has been completed a commissioning certificate should be obtained from the installer to confirm that the system complies with BS 5839. The certificate should then be placed on the premises fire log book. |
| 3.1.2 | Are the detectors of the correct type and sited in appropriate locations? | ✓ | | The location and type of detectors appear appropriate for the risk. |
| 3.1.3 | Are the premises fitted with manual fire alarm call points? | ✓ | | Manual break glass call points are installed throughout the premises at each final exit. The disposition of the equipment appears fit for purpose. |
| 3.1.4 | Can the means of warning be heard throughout the building when initiated from a single point? | ✓ | | There appeared to be an adequate provision of sounder on the system. The sound pressure for the alarm should be confirmed to comply with the minimum standard under BS 5839 as part of the commissioning process by the installer. |
| 3.1.5 | Are there provisions for people or locations where the alarm cannot be heard? | ✓ | | The alarm should be able to be heard in all locations. If deaf persons are on the premises then a procedure should be introduced as detailed in Section 2.6. |
| 3.1.6 | If electrically powered is the system provided with a back-up power supply? | ✓ | | The system is electrically powered with a battery back supply kept trickle charged from the mains supply. |
| 3.1.7 | Are employees aware of the sound of the alarm? | ✓ | | Users of the premises should be made aware of the fire signal within the premises. |

Section 3.2 Fire Fighting Equipment

Article 13.-(1)(a) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person must ensure the premises are to the extent that is appropriate equipped with firefighting equipment.

| Sec | Fire Fighting Equipment | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 3.2.1 | Is fixed firefighting equipment provided and is it suitable for the risks identified? | | ✓ | None provided. |
| 3.2.2 | Are there portable fire extinguishers provided suitable for the risks identified? | ✓ | | Portable fire extinguishers are provided (see attached plan). |
| 3.2.3 | Are there sufficient portable extinguishers sited throughout the premises and at appropriate locations? | ✓ | | The number and location of portable extinguishers appears adequate. |
| 3.2.4 | Are the correct types of extinguishers located close to the fire hazards? | ✓ | | |
| 3.2.5 | Can people access the extinguishers with out exposing themselves to risk? | ✓ | | |
| 3.2.6 | Are the extinguishers immediately available for use and visible? | ✓ | | |
| 3.2.7 | Is firefighting equipment (fixed and portable) serviced and maintained by a competent person? | ✓ | | The firefighting equipment provided within the premises is maintained by Bryland Fire. |

Section 3.3 Means of Escape

Article 14.-(1) (2) (a) (b) (c) (d) (e) (f) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person must ensure where necessary in order to safe guard the routes to emergency exits and the exits themselves are kept clear at all times the premises are to the extent that is appropriate equipped with fire detectors and alarms

| Sec | Means of Escape | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 3.3.1 | If there is a fire will heat and smoke spread uncontrolled through the premises to the extent that people will not be able to use the escape routes? | | ✓ | The building is of substantial construction most internal walls being constructed of plasterboard studwork. There is a small section of fibreboard construction high in the main hall but this is not considered significant. The majority of the doors are 30 minute fire resisting doors. The locations of the escape routes are considered reasonable to cover the risk within the premises. The existing control measures appear reasonable. |
| 3.3.2 | Are holes or gaps in walls, ceilings or floors properly sealed? | ✓ | | The integrity of the fire compartment walls appeared reasonable. |
| 3.3.3 | Can all occupants escape to a place of complete safety in a reasonable time? | ✓ | | There are sufficient final exits to allow persons to escape to a place of ultimate safety within a reasonable time. See General Comments and the attached plan for details of specific occupancies. |
| 3.3.4 | Are the existing numbers of escape routes adequate for the number and type of people that may need to use them e.g. staff, visitors, contractors and disabled people? | ✓ | | The means of escape are considered acceptable. Access to the mezzanine floor should be restricted to occasional use only. |

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| 3.3.5 | Are exits in the correct positions and lead as directly as possible to a place of safety? | ✓ | | The exit routes are well located and provide alternative means of escape from the main public areas. |
| 3.3.6 | Are escape routes and final exits kept clear at all times? | | ✓ | The ladder from the lighting control room discharges into the main entrance concourse. In addition, the ladder serving one of the mezzanine floors obstructs a means of escape from the rear of the stage. Significant Finding. See Section 6.5. |
| 3.3.7 | Do doors on escape routes open in the direction of escape? | ✓ | | |
| 3.3.8 | Can final exit doors be opened easily and immediately in the event of an emergency? | ✓ | | |
| 3.3.9 | Will everyone in the building be able to use the escape routes? | ✓ | | |
| 3.3.10 | Are people who work in the building aware of the importance of maintaining the safety of escape routes e.g. not wedging open fire doors, not storing combustible materials in escape routes etc.? | ✓ | | Responsible persons should always be on the premises. The procedure for occupying and using all or parts of the premises should include conditions that specify the appropriate measures to maintain the means of escape provisions within the premises. These should be put in writing and be included within any booking process where the person booking the facilities acknowledges that they are aware of the appropriate measures that are necessary to maintain the fire safety within the premises. |

Section 3.4 Emergency Escape Lighting

Article 14.- (2) (h) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person must ensure that people must be able to find their way to a complete place of safety if there is a fire by using escape routes that have enough lighting.

| Sec | Emergency Escape Lighting | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 3.4.1 | Are the premises used during the hours of darkness? | ✓ | | |
| 3.4.2 | Is there sufficient lighting for persons to safely use the escape routes? | ✓ | | The premises are provided with emergency lighting which consists of emergency lighting units within the general areas and maintained lighting within the areas where public entertainment, public meetings and the consuming of alcohol will take place. The system appears fit for purpose with one exception where an exit from the main hall has not been provided with a maintained emergency light. Significant Finding. See Section 6.5. |
| 3.4.3 | Are power back-up supplies provided for the emergency escape lighting? | ✓ | | |

Section 3.5 Signs and Notices

Article 14.- (2) (g) of the Regulatory Reform (Fire Safety) Order 2005 the responsible Person to provide adequate Sign and Notices to help persons identify escape routes, find firefighting equipment and emergency fire telephones etc. All Signs and Notices should be positioned so they can be easily seen and understood.

| Sec | Signs and Notices | Yes | No | Existing Control Measures |
|-------|--|-----|----|--|
| 3.5.1 | Where necessary are escape routes and exits indicated with appropriate signage? | ✓ | | Provided by Bryland Fire. |
| 3.5.2 | Where necessary, are fire doors fitted with signs stating Fire Door Keep Closed? | ✓ | | Provided by Bryland Fire. |
| 3.5.3 | Are notices provided to indicate the action to be taken in the event of a fire? | ✓ | | Provided by Bryland Fire. |
| 3.5.4 | Are notices provided on how to operate fire safety equipment i.e. fire extinguishers, fire telephone etc.? | ✓ | | Provided by Bryland Fire. |
| 3.5.5 | Are notices provided on exit doors fitted with security devices? | ✓ | | Provided by Bryland Fire. |
| 3.5.6 | Are signs and notices correct, legible and appropriate | ✓ | | See above sections. |
| 3.5.7 | Are signs and notices provided for information to the fire and rescue services maintained, legible and correct e.g. fire suppression system, sprinkler stop valve and storage of hazardous substances? | | ✓ | No circumstances exist where such signage would be required. |

Section 3.6 Testing and Maintenance

Article 17.-(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person ensure that the premises and any facilities, equipment and devices provided to safe guard the safety of the relevant persons are maintained in an efficient and effective working order and a state of good repair.

| Sec | Testing and Maintenance | Yes | No | Existing Control Measures |
|-------|--|-----|----|--|
| 3.6.1 | Are fire doors and escape routes regularly checked? | ✓ | | All final exit doors were available. |
| 3.6.2 | Is the emergency lighting checked and maintained? | | ✓ | The emergency lighting is newly installed but will require regular testing. Significant Finding. See Section 6.5. |
| 3.6.3 | Is the fire detection and alarm equipment regularly checked and maintained? | ✓ | | The fire alarm is serviced and maintained by a specialist contractor but will require regular testing. Significant Finding. See Section 6.5. |
| 3.6.4 | Are signs and notices checked to ensure they are legible and correctly sited? | | ✓ | All of the signs are new but regular checks will need to be made to ensure their presence. Significant Finding. See Section 6.5. |
| 3.6.5 | Is portable and fixed fire fighting equipment inspected and maintained? | ✓ | | The equipment is serviced by Bryland Fire. Regular checks should be made to ensure that they are in their allocated positions. See section 3.6.4. |
| 3.6.6 | Are records maintained for the testing and maintenance of the fire safety equipment? | | ✓ | A log book could not be presented to the assessor. Significant Finding. See Section 6.5. |

Section 4.0 Record, Plan, Inform, Instruct and Train

This Section of the assessment details the deficiencies in the effective planning, organisation, control and monitoring of the protective and preventative measures required to ensure the premises and relevant persons are safe from fire.

Section 4.1 Fire Safety Policy and Emergency Plan

Article 19.-(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to provide adequate information to his employees. In addition, Article 13. (1)(3) requires the Responsible Person, where necessary, to take appropriate firefighting measures, provide suitable firefighting equipment, training, and contacts with the emergency services.

| Sec | Emergency Plan | Yes | No | Existing Control Measures |
|-------|--|-----|----|---|
| 4.1.1 | Has a Fire Safety Policy been produced? | | ✓ | A fire safety policy should be in place for the hall. Significant Finding. See Section 6.5 |
| 4.1.2 | Has an emergency plan been devised and the details recorded? | | ✓ | An emergency plan for the site could not be produced. Significant Finding. See Section 6.5 |
| 4.1.3 | Does the plan take account of other emergency plans applicable to the same building? | | | N/A |
| 4.1.4 | Is the plan readily available for staff to read? | | ✓ | |
| 4.1.5 | Are firefighting measures adequate? | ✓ | | |
| 4.1.6 | Are there sufficient competent persons nominated. | | ✓ | Under the emergency plan for the site there should be always a responsible/competent person on the premises who is aware of the correct actions/duties to take under the emergency plan. Once the plan has been established under Section 4.1.2 then the duties that the plan details for the safe evacuation of the premises, should be conveyed to any person who has responsibility for all or part of the premises. |
| 4.1.7 | Are contacts in place with the external emergency services? | ✓ | | |
| 4.1.8 | Is the emergency plan available to the enforcing authority? | | ✓ | But will be once established. |

Section 4.2 Provision of Information to employers and the self employed from outside undertakings

Article 20.-(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to provide comprehensible and relevant information to the employer of any employees from an outside undertaking who are working in or on the premises, on the risk to those employees and the preventative and protective measures taken by the responsible Person.

| Sec | Co-operation and Co-ordination | Yes | No | Existing Control Measures |
|-------|--|-----|----|---|
| 4.2.1 | Are guests and visitors informed about what to do in an emergency? | ✓ | | Guests and visitors should always be under the supervision of a person of responsibility for the hall who in turn is conversant with the duties under the written emergency plan. There are emergency action notices on display at each final exit. |
| 4.2.2 | Are staff given information about dangerous substances? | ✓ | | There are limited dangerous substances on the premises. If however hazardous substances are brought on the premises all |

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| | | | | persons that may come into contact with the material should be informed of the potential hazard and the safe working practises to be adopted. |
| 4.2.3 | Are arrangements in place for informing temporary or agency staff of what to do in an emergency? | ✓ | | See Section 4.1.6. |
| 4.2.4 | Are arrangements in place for informing contractors and cleaners of what to do in an emergency? | | ✓ | Contractors who work on the premises should be informed of the emergency procedures for the building. A system of acknowledgement of receiving the instruction should be introduced either by the completion of a form or the signing of a log book etc. |
| 4.2.5 | Have you co-ordinated your fire safety arrangements with other Responsible Persons and any contractors in the building? | | ✓ | The responsible persons for the hall should ensure that any other responsible persons for any group meeting there are aware of the fire safety measures within the premises. In turn, if any issues are detected by a responsible person from any group using the building, they should be conveyed to the responsible person(s) for the hall. |
| 4.2.6 | Are details recorded of any information or instructions given and the details of any arrangements for co-operation and co-ordination with others? | | ✓ | Information, instructions concerning the safety within and around the premises should be recorded preferably within the premises fire safety log book. |

Section 4.3 Fire Safety Training

Article 21.-(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to provide employees with suitable and adequate fire safety training.

| Sec | Fire Safety Training | Yes | No | Existing Control Measures |
|-------|---|-----|----|--|
| 4.3.1 | Have staff received any fire safety training? | | ✓ | It could not be confirmed that any persons who hold responsibility for the premises had received any fire safety training. Significant Finding. See Section 6.5. |
| 4.3.2 | Has a fire drill been carried out? | | ✓ | It could not be confirmed that fire drills had been completed. Significant Finding. See Section 6.5. |
| 4.3.3 | Have staff received appropriate training for any hazardous or explosive substances? | | ✓ | During the assessment no substances falling into this category were detected in sufficient quantity to be significant. |
| 4.3.4 | Has joint training and fire drills in multi occupied buildings been carried out? | | ✓ | See Section 4.3.2. |

Section 4.4 Co-operation and Co-ordination

Article 22.-(1) of the Regulatory Reform (Fire Safety) Order 2005 place the requires the Responsible Person in premises owned by some one else or where there is more than one occupier and others are responsible for different parts of the building it is important that you liaise with them and inform them of any significant risks that have been identified in this risk assessment.

| Sec | Multi Occupied Premises | Yes | No | Existing Control Measures |
|-------|---|-----|----|---|
| 4.4.1 | Are the premises multi-occupied? | | ✓ | Parts of the premises are occupied by other organisations occasionally. Therefore in principle the premises could be classed as multi-occupied. |
| 4.4.2 | Has a suitable fire safety risk assessment been carried out by the owner of the premises? | | | This is the Hall's main fire risk assessment |
| 4.4.3 | Has the tenant been informed of any significant findings identified in the fire safety risk assessment? | | ✓ | The responsible person from each group that meets at the hall should be made aware of any significant findings identified by this fire risk assessment. |
| 4.4.4 | Was a copy of the owner's fire safety risk assessment made available at the time of the assessment? | | ✓ | This is the Hall's main fire risk assessment. |

Section 4.5 Miscellaneous

Article 37.-(1) of the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to make specific arrangements with regards to firefighters switches for luminous tubes signs etc and Article 38.-(1 – 5) requires the Responsible Person to ensure that any equipment provided for the use of firefighters is maintained in an efficient state, in efficient working order and in good repair.

| Sec | Miscellaneous | Yes | No | Existing Control Measures |
|-------|---|-----|----|---------------------------|
| 4.5.1 | Are the premises provided with luminous tube signs? | | ✓ | |
| 4.5.2 | Are there any facilities, equipment or devices provided for the use of firefighters | | ✓ | |

Section 5.0 Review

You should constantly monitor what you are doing to implement the fire risk assessment to assess how effectively the risk is being controlled.

If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it.

Reasons for review could include:

- Changes to work processes or the way that you organise them, including the introduction of new equipment;
- Alterations to the building, including the internal layout;
- Substantial changes to furniture and fixings;
- The introduction, change of use or increase in the storage of hazardous substances;
- The failure of fire precautions, e.g. fire-detection systems and alarm systems, life safety sprinklers or ventilation systems;
- Significant changes to displays or quantities of stock;
- A significant increase in the number of people present; and
- The presence of people with some form of disability.

You should consider the potential risk of any significant change before it is introduced. It is usually more effective to minimise a risk by, for example, ensuring adequate, appropriate storage space for an item before introducing it to your premises.

Do not amend your assessment for every trivial change, but if a change introduces new hazards you should consider them and, if significant, do whatever you need to do to keep the risks under control. In any case you should keep your assessment under review to make sure that the precautions are still working effectively. You may want to re-examine the fire prevention and protection measures at the same time as your health and safety assessment.

If a fire or 'near miss' occurs, this could indicate that your existing assessment may be inadequate and you should carry out a re-assessment. It is good practice to identify the cause of any incident and then review and, if necessary, revise your fire risk assessment in the light of this.

| Date | Reason for Review | Section Revised | Risk Grading | Revised by |
|-------------|--------------------------|------------------------|---------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section 6.0 Significant Findings

The significant findings and the Additional Control Measures as detailed in this section are to be treated as Mandatory and should be completed within the stipulated time scale in order to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Section 6.1 Premises Information

| | |
|---|--|
| Name of Contact Sue Walker | Contact Number 0121 445 1562 |
| Premises description (including approximate dimensions) The premises consist of a single building being single storey with mezzanine floors provided storage and lighting control facilities within the roof void. | |
| Use of Buildings The building is used as a community centre providing a place of entertainment, meeting, and socialising with other facilities/functions approved by the management committee of the hall. | |
| Construction The external walls of the premises are constructed of bricks and mortar in the main with sections of wooden fascia and glazing elements. The roof is constructed from timber trussing and weather proofed by tiles. The internal structures are mainly plasterboard stud partitions with small areas of fibreboard lining that are sited high within the hall and therefore are not considered to be significant. The construction materials used and the design and compartmentation of the building would not contribute significantly to the rapid spread of heat and smoke in the initial stages of a fire within the occupied public areas of the premises. There is a potential for rapid spread within the storage areas on the mezzanine floors around and above the stage area. However, there are smoke detectors installed, control measures regarding the isolation of potential ignition sources has been detailed within Section 1.2.12 and if a fire were to occur within this area it would have a minimal effect on the areas where the public and occupiers of the premises are likely to be sited. Each of these areas namely the meeting rooms, stage, main hall, bar area, kitchen etc have their own independent means of escape that would not be jeopardised by such an event. The means of escape for these premises as stated in Section 3.3.3. are considered sufficient and fit for purpose. | |
| General Comments. The premises have just gone a process of refurbishment and are for all intent and purposes, purposely designed for their intended future use. The standard of compartmentation is high together with the appropriate Protective Measures that would be expected within this type of premises classed as a small place of assembly. | |

| | | |
|--|---|--------------------|
| Occupation Factors Subject to the significant findings being satisfactorily being completed the various rooms within the premises are suitable for the following number of persons that can be present at any one time. (Also indicated on the attached plan). | | |
| Main Hall | Use 1 – Disco | 216 Persons |
| | Use 2 – Seated Audience (<i>Maximum of 8 rows of 14 persons per row leaving a minimum of 1.05 Metres passageways all around the seating</i>) | 114 Persons |
| | Use 3 – Partially seated with disco floor in the centre | 114 Persons |
| Meeting Room (<i>As a meeting Room</i>) | | 30 Persons |
| Bar (<i>As a Bar with 3 small tables as detailed to the assessor</i>) | | 36 Persons |

Section 6.2 Premises Risk Category

The premises will be given a risk category of Low, Normal or High dependant upon the findings of the fire risk assessment

The Premises

Normal

Definitions

Low Risk:

Workplaces or parts of a workplace of low fire risk are those where there is hardly any risk to life safety because there are few combustible materials, no highly flammable substances and virtually no sources of heat which can cause a fire.

Normal Risk:

Most workplaces will be of normal fire risk. They will generally contain quantities of combustible materials and sufficient sources of heat to take them out of the low risk category. In such workplaces any outbreak of fire is likely to remain confined or is likely to spread only slowly, thereby allowing people time to escape to a place of safety.

High Risk:

High risk workplaces or parts of the workplace are those where there may be a serious risk to safety. These include those workplaces that have a serious shortfall in Protective Measures and/or have substantial quantities of readily combustible materials or any highly flammable substances. As a consequence, there may be a greater likelihood of fire occurring and fire, heat or smoke spreading rapidly.

6.3. Significant Findings Rating Summary

To assist in setting priorities for the additional control measures raised by this Fire Safety Risk Assessment the following risk rating system has been used.

| Section | Rating | No. | Page |
|--|--------|----------------------------------|------|
| 1.1. Sources of Ignition | A | 1.1.1 | 5 |
| | B | | |
| | C | | |
| | D | | |
| 1.2. Sources of Fuel | A | | |
| | B | | |
| | C | | |
| | D | | |
| 1.3. Sources of Oxygen | A | | |
| | B | | |
| | C | | |
| | D | | |
| 2.0. People at Risk | A | | |
| | B | | |
| | C | | |
| | D | | |
| 3.1 Fire Detection and Warning | A | | |
| | B | | |
| | C | | |
| | D | | |
| 3.2 Firefighting Equipment | A | | |
| | B | | |
| | C | | |
| | D | | |
| 3.3 Means of Escape | A | 3.3.6 | 10 |
| | B | | |
| | C | | |
| | D | | |
| 3.4 Emergency Escape Lighting | A | 3.4.2 | 11 |
| | B | | |
| | C | | |
| | D | | |
| 3.5 Signs and Notices | A | | |
| | B | | |
| | C | | |
| | D | | |
| 3.6 Testing and Maintenance | A | 3.6.2 3.6.3 3.6.4 3.6.6 | 12 |
| | B | | |
| | C | | |
| | D | | |
| 4.1 Emergency Plan | A | 4.1.1 4.1.2 | 13 |
| | B | | |
| | C | | |
| | D | | |
| 4.2 Provision of Information to employers and the self employed | A | | |
| | B | | |
| | C | | |
| | D | | |
| 4.3 Fire Safety Training | A | 4.3.1 4.3.2 | 14 |
| | B | | |
| | C | | |
| | D | | |
| 4.4 Co-operation and Co-ordination | A | | |
| | B | | |
| | C | | |
| | D | | |
| 4.5 Miscellaneous | A | | |
| | B | | |
| | C | | |
| | D | | |

6.4 Risk Rating Table

| Risk Rating | Time to implement Significant Findings |
|-----------------------------|--|
| A Major Priority | High risk items to be resolved, or work commenced within 24 hours |
| B High Priority | Issues that should be resolved or work commenced within 7 days |
| C Medium Priority | Issues that should be resolved or work commenced within 3 months |
| D Low Priority | Issues that should be resolved or work commenced within a fixed time scale |

6.5 Significant Findings

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|--|--|
| 1.1.1 | C | There were potential entrances to the premises that weren't indicated with 'No Smoking' signs. | 'No Smoking' signs should be displayed at each potential entrance to the premises. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|---|
| 3.3.4 | C | There are raking ladders that when in the down position obstruct the main entrance to the hall and an exit door leading from the rear of the stage. | The ladder that leads to the lighting control room should always be in the down position when the room is occupied. To ensure that a tripping hazard is not created, a barrier that can be removed should be placed at the base. The restriction to the exit is acceptable as there is one leaf of the double opening door still available under these circumstances. The ladder sited in the meeting room that leads to the mezzanine floor used as a costume store should always be in the up position when the stage is being used for a performance or rehearsals. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|--|--|
| 3.4.2 | C | The exit leading from the main hall to the side corridor that leads to the meeting room has not been provided with a maintained emergency exit sign. | To strictly comply with acceptable standards areas where public entertainment is held should have exits indicated with maintained emergency exit signs. One should be provided in the position indicated on the attached plan. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|--|--|
| 3.6.2 | C | The emergency lighting being new is not subjected to the appropriate level of testing as required under BS 5266. | The emergency lighting system should be subjected to a testing regime as detailed in B.S 5266: Part 1. Records should be maintained in the premises fire log book. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|--|
| 3.6.3 | C | The fire alarm system being new is not subjected to the appropriate level of testing as required under BS 5839. | The fire alarm system should be subjected to a testing regime as detailed in B.S 5839. Records should be maintained in the premises fire log book. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|---|
| 3.6.4 | C | The signage and protective measures provided within the premises should be available at all material times. | All signage and the protective measures provided within the premises should be subjected to regular inspections and any deficiencies should be corrected immediately. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|--|---|
| 3.6.6 | C | Appropriate records of testing and training could not be produced. | It is a requirement of the Regulatory Reform (Fire safety) Order 2005 that appropriate records are maintained of the testing and maintenance of the protective measures provided within the premises. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|--|
| 4.1.1 | C | There was not a fire policy available for the premises. | Article 19(1) states that the responsible person must provide the relevant persons with comprehensible fire safety information which is best recorded within a policy document. A model of a fire policy is attached and can be used to develop a suitable format. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|--|
| 4.1.2 | C | An emergency plan detailing what actions the relevant persons have to take in the case of an emergency was not available. | Article 19.-(1) of the Regulatory Reform Order requires the responsible person to provide information to his employees. The information includes the risks identified by the fire risk assessment; the preventative and protective measures; the necessary procedures as required under 15.-(1)(a); who are the nominated fire wardens and what their role is in the case of an emergency. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|---|--|
| 4.3.1 | C | It could not be confirmed that responsible persons at the hall had received fire extinguisher training. | Section 13. – (1) (3) (b) of the regulatory Reform (Fire Safety) Order 2005 requires fire wardens and other responsible persons to be competent in the use of firefighting equipment. Training in the use of fire extinguishers should be given to anyone who will have responsibility for the safety within the hall. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

| Sec | Risk Grading | Significant Findings | Additional Control Measures |
|--------------|--------------|--|--|
| 4.3.2 | C | Fire drills should be completed at the hall. | In order to practice and ensure that the written emergency plan for the premises is valid, regular fire drills with each group (if they occupy the hall independently) should be undertaken and record kept in the premises fire log book. |
| Photo(s) No. | | Actioned By:- | Date Commenced:- Date Completed:- |

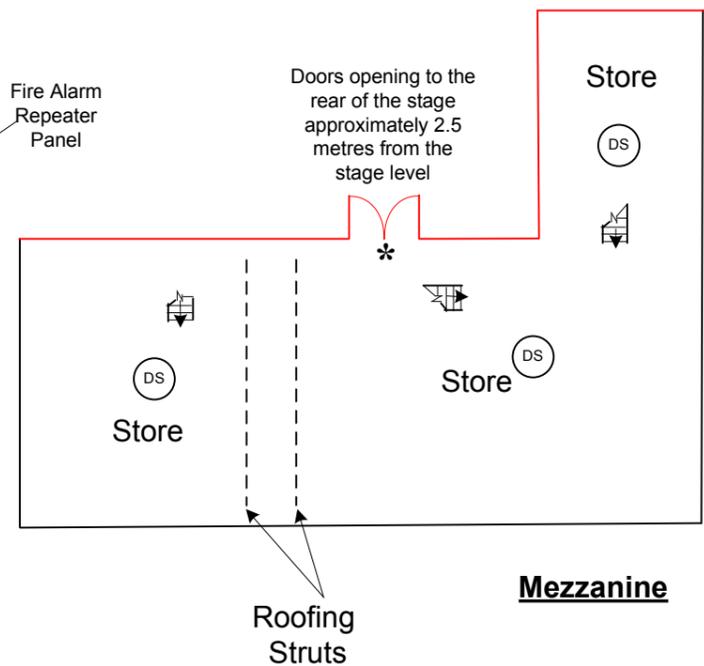
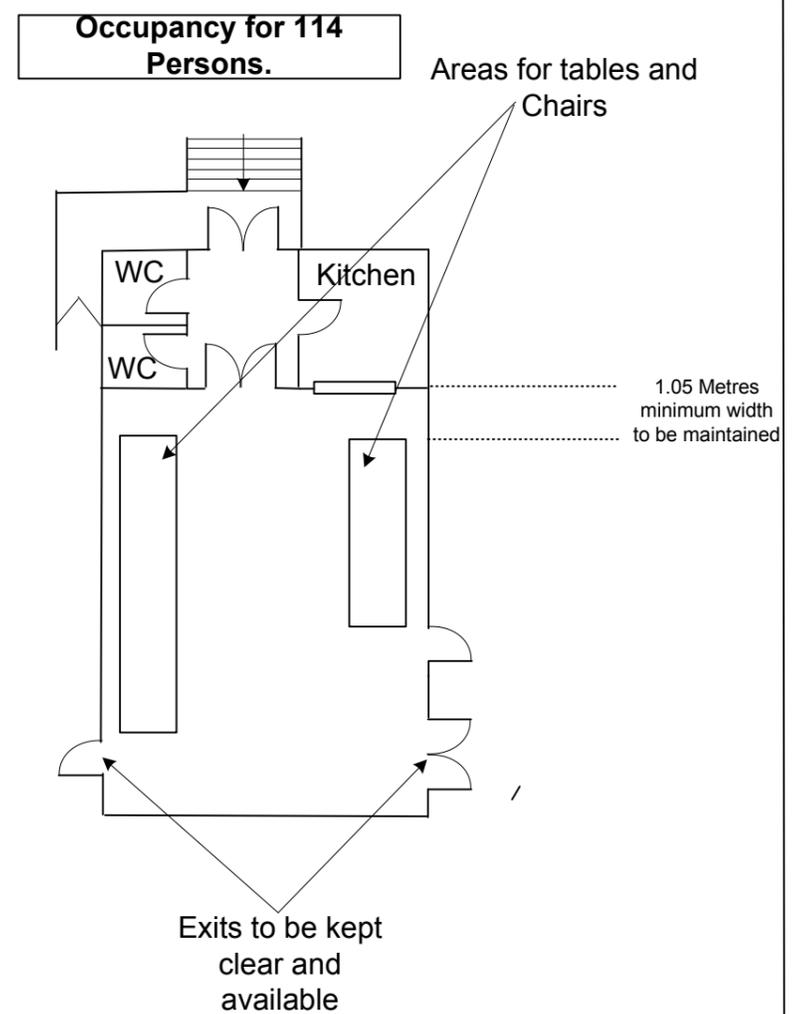
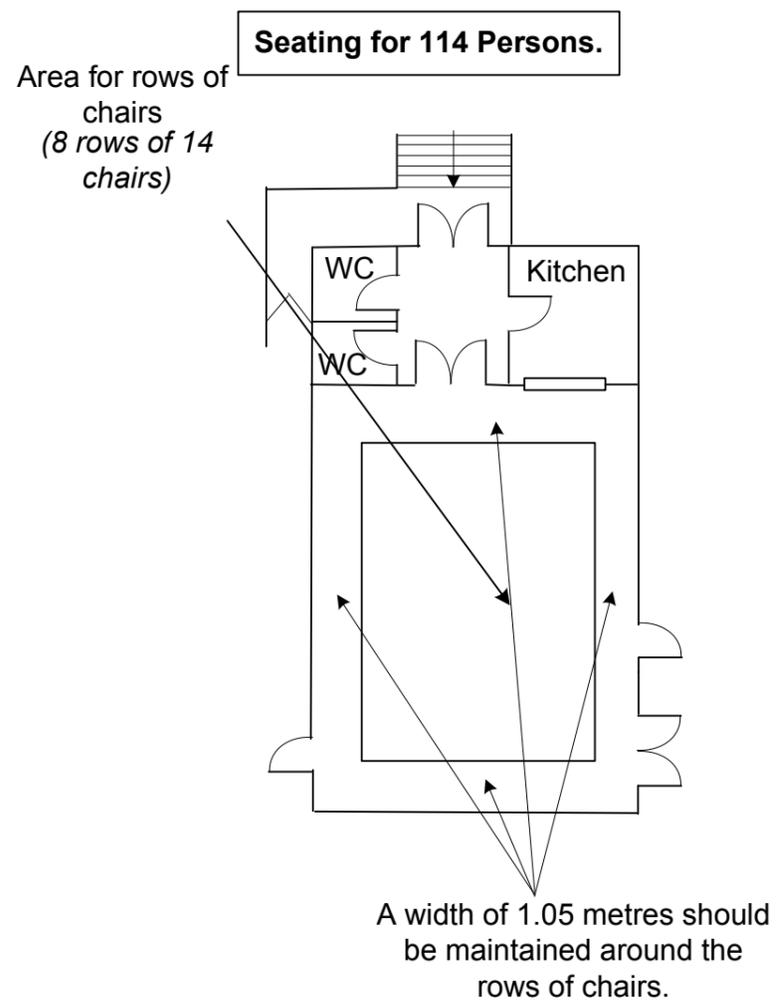
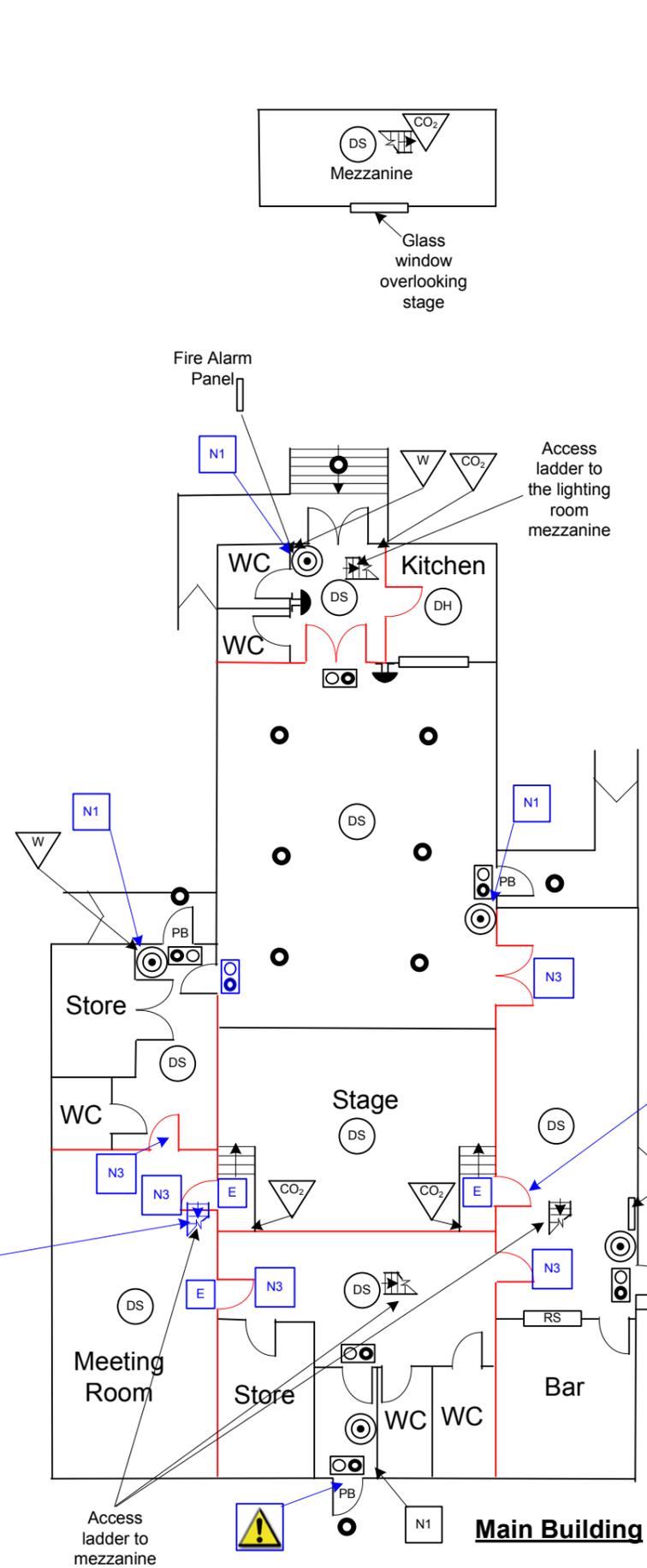
Section 7.0 Relevant Photographs

| | |
|---|---|
|  |  |
| <p>Photo. No.1 Care should be taken with the storage of clothing, scenery etc by ensuring that there are no sources of ignition within the same space. Any light fitting should have a safe zone around them to a minimum of 600mm.</p> | <p>Photo. No. 2. The exit door to the right should be indicated with maintained emergency lighting.</p> |

Section 8.0 Plan Drawing

Plans of the premises are attached to this assessment

*(NB It should be noted that the plans included in this Risk Assessment are drawn **Not To Scale** and are provided to indicate the approximate positions of the Preventative and Protective Measures provided within the premises. They should not be used to scale travel distances for means of escape purposes or areas to determine occupancy)*



Items indicated in blue should either be provided or modified

Structures in red are judged to be a reasonable fire resisting standard for the purposes of means of escape or fire compartmentation. Doors should be fitted with self closing devices and indicated by signs stating 'Fire Door Keep Closed'

NOT TO SCALE

Appendix 1 Key to Plan Symbols

KEY TO PLAN SYMBOLS AND ABBREVIATIONS

| | | |
|---|--|---|
|  | Doors-Fire Resisting | Having regard to the relevant British Standard the need to provide 30 minutes fire resistance standard is provided by the doors so indicated. Associated fan lights and transom lights over these doors are of fire resisting glazing and fixed shut |
|  | Doors-Fire Resisting | Where the degree of fire resistance is accepted as exceeding 30 minutes, that period is as shown in minutes. Associated fan lights and transom lights over these doors are of fire resisting glazing and fixed shut |
| SC | Doors Self - Closing Devices | Doors so indicated are fitted with devices, other than rising but hinges, which will maintain the door(s) effectively self closing. |
| SCA | Doors - Automatic Releases | Doors so indicated are provided with automatic releases which are designed to hold a fire resisting door or leaf of a fire resisting door in the fully open position and to permit the door or leaf to close automatically upon the actuation of the fire alarm system. |
| SD | Doors - Security | Doors so indicated, which may be secured when certain parts of the premises are not in use, are provided with special fastenings. |
| FFF | Doors - Free From Fastenings | Doors so indicated are free from all forms of fastenings other than the ball or roller catches. |
|  | Fire Resisting Construction | Having regard to the relevant British Standard and the need to provide 30 minutes fire resistance the standard provided by the construction is so indicated. |
| FRG | Fire Resisting Glazing | Glazing so indicated is accepted as being constructed so as to comply with the relevant British Standard, as having a fire resistance of 30 minutes and is fixed shut. |
|  | Hose Reel | Hose Reel(s) so indicated, conforming the relevant British Standard. |
|  | Fire Extinguishers Water | Portable "WATER TYPE" fire extinguishers so indicated conforming to the relevant British Standard. |
|  | Fire Extinguishers Foam | Portable "FOAM TYPE" fire extinguishers so indicated conforming to the relevant British Standard. |
|  | Fire Extinguishers Dry Powder | Portable "DRY POWDER TYPE" fire extinguishers so indicated conforming to the relevant British Standard. |
|  | Fire Extinguishers Carbon Dioxide | Portable "CARBON DIOXIDE TYPE" fire extinguishers so indicated conforming to the relevant British Standard. |
| B | Fire Blanket | Fire Blankets conforming to the relevant British Standard. |
|  | Fire Alarm Call Point | Fire Alarm Call Points so indicated conform to the relevant British Standard. |
|  | Fire Alarm Audible Warning Device | Audible Warning Devices so indicated which conform to the relevant British Standard. |
|  | Door Not Required for Means of Escape | |

KEY TO PLAN SYMBOLS AND ABBREVIATIONS

| | | |
|---|--|--|
|  | Fire Alarm Visual Warning Device | Visual Warning Devices so indicated which conform to the relevant British Standard |
|  | Fire Alarm Internal Telephone | The Internal Telephones so indicated |
|  | Fire Alarm Manual Sounders | Manual Fire Alarm Sounders so indicated. |
|  | Fire Alarm Indicator Panel | Fire Alarm Indicator Panel(s) so indicated which conform to the relevant British Standard. |
|  | Automatic Fire Alarm Heat | Automatic Detector Heads so indicated forming part of the fire warning system, which conforms to the relevant British Standard. |
|  | Automatic Fire Alarm Smoke | Automatic Detector Heads so indicated forming part of the fire warning system, which conforms to the relevant British Standard. |
|  | Emergency Lighting Points | Lighting Points so indicated which conform to the relevant British Standard form part of the emergency lighting system. |
|  | Emergency Lighting Hand Lamp | Hand lamps so indicated, together with the hand lamps issued to members of the staff. |
|  | Emergency Lighting Illuminated Exit Box | Illuminated "Exit" sign boxes which conform to the relevant British Standard. |
|  | Emergency Lighting Illuminated Directional Exit Box | Illuminated "Exit Directional Signs" which conform to the relevant British Standard. |
|  | Fire Exit Sign | Signs which conform to the relevant British Standard. |
|  | Fire Exit Directional Sign | Signs which conform to the relevant British Standard. |
|  | Fire Notice General Notice | Notices so indicated which show the general fire procedure as indicated in the "General Fire Procedure" |
|  | Fire Notice Staff Notice | Notices so indicated which show the staff fire procedure as indicated in the "Staff Fire Procedure" |
|  | Fire Notice Keep door Shut Notice | Doors so indicated are permanently marked with a notice "THIS DOOR TO BE KEPT SHUT WHEN NOT IN USE" |
|  | Fire Notice Slide to open Notice | Doors so indicated are permanently marked with a notice and have the words "Slide to Open" with an arrow indicating the direction of travel. |
|  | Fire Notice Fire Exit Keep Clear Notice | Notices so indicated which have the words "FIRE EXIT - KEEP CLEAR" |
|  | Fire Notice Keep door Shut Notice | Signs so indicated which have the words "FIRE DOOR KEEP SHUT" or words to the like effect. |
|  | Beam Detector | |

KEY TO PLAN SYMBOLS AND ABBREVIATIONS

| | | |
|---|--|---|
| PB | Fire Notice Door Fitted with Push Bars Notice | Doors so indicated are permanently marked "PUSH BAR TO OPEN" |
| HRL | Handrail | Handrail(s) so indicated are fixed at a height of not less than 840 mm not more than 991 mm measured vertically above the pitch line or the travel surface. |
| GRL | Guardrail Balustrade or Wall | Guardrail(s), balustrade(s) or wall(s) so indicated are fixed at or rise to a height of not less than 1.06 m measured vertically above the pitch line or the travel surface. The space between the pitch line or travel surface and the underside of the guardrail or balustrade is filled in such a manner as to prevent any person from falling through the side. |
| WP | Staircase Weather Protection | The protection from inclement weather for the staircase(s) |
| RS | Door Roller Shutter | Doors so indicated are ROLLER SHUTTER DOORS. |
| UO | Door Up and Over | Doors so indicated are UP and OVER DOORS. |
| 1:12 | Ramp | RAMPS so indicated are of the ratio shown in metres together with an arrow showing the direction of ascent. |
| VP | Vision Panel | Glazed panel situated to allow occupants observation of outer room. |
|  | Roof Light Automatic Venting | Roof lights for smoke venting as detailed in the "Smoke Venting Systems" |
|  | Roof Light Manual Venting | Roof lights for smoke venting as detailed in the "Smoke Venting Systems" |
|  | Roof Ventilator Automatic Venting | Roof Ventilators for smoke venting so indicated. as detailed in the "Smoke Venting Systems" |
|  | Roof Ventilator Manual Venting | Roof Ventilators for smoke venting so indicated. as detailed in the "Smoke Venting Systems" |
|  | Roof Ventilator Manual Override Point | Roof Ventilation Manual Override Points so indicated are as detailed in the "Smoke Venting Systems" |
|  | Automatic Sprinkler Points | Sprinkler Points so indicated which conform to the relevant British Standard. |
|  | Automatic Sprinkler Main Valve | Sprinkler Main Valve so indicated which conforms to the relevant British Standard. |
|  | Area Protected by a Pressurization System | Pressurization System for Smoke Control so indicated which conforms to the relevant British Standard. |
|  | Hazard Location | This symbol indicates a hazard |

Appendix 2 Fire Safety Testing and Maintenance

The following are examples of checks and tests that should be carried out. The examples of testing and maintenance given are not intended to be prescriptive and other testing regimes may be appropriate.

Daily checks

Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully and check escape routes to ensure they are clear from obstructions and combustible materials.

Check the fire alarm panel to ensure the system is active and fully operational. Where practicable, visually check that emergency lighting units are in good repair and working. Check that all safety signs and notices are legible.

Weekly tests and checks

Test fire-detection and warning systems and manually-operated warning devices weekly following the manufacturer's or installer's instructions.

Check the batteries of safety torches and that fire extinguishers and hose reels are correctly located and in apparent working order.

Fire pumps and standby diesel engines should be tested for 30 minutes each week.

Monthly tests and checks

Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required.

Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.

Six-monthly tests and checks

A competent person should test and maintain the fire-detection and warning system.

Annual tests and checks

The emergency lighting and all firefighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.

All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out.

You will find it of benefit to keep a log book of all maintenance and testing.

Appendix 3 Fire safety training

You must provide adequate fire safety training for your staff. The type of training should be based on the particular features of your premises and should:

- take account of the findings of the fire risk assessment;
- explain your emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable by your staff and other people who may be present; and
- be tested by fire drills.

In small premises this may be no more than showing new staff the fire exits and giving basic training on what to do if there is a fire. In larger premises, such as a supermarket with a high staff turnover and many shift patterns, the organization of fire safety training will need to be planned.

Your staff training should include the following:

- what to do on discovering a fire;
- how to raise the alarm and what happens then;
- what to do upon hearing the fire alarm;
- the procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your office or shop to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of firefighting equipment;
- the location of escape routes, especially those not in regular use;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the safe use of and risks from storing or working with highly flammable and explosive substances; and
- the importance of general fire safety, which includes good housekeeping.

All the staff identified in your emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in larger offices and shops, fire parties or teams), should be given details of your fire risk assessment and receive additional training.

Appendix 4 Emergency Plan

Introduction

One of the fundamental requirements of fire safety is to ensure that persons within a building can evacuate safely in the event of an emergency. To ensure this, each workplace should have an emergency plan which all employees must be made aware of.

The plan should include:

- the action to be taken by staff in the event of a fire
- the evacuation procedure
- arrangements for calling the fire brigade.

For small workplaces this could take the form of a simple fire action notice posted where staff can readily read it and become familiar with it. For larger workplaces or places with special fire risks (e.g. hotels, hospitals), a more detailed plan will be required which will take account of the risk assessment previously carried out.

Under the Regulatory Reform (Fire Safety) Order 2005 and the Management Regulations, there is a requirement to have an emergency plan in place for action following an emergency situation. The Order provides for minimum fire safety standards in places where people work. The fire risk assessment for the premises concerned should identify potential emergency situations. Once this has taken place, an emergency plan can be drawn up.

Practical Guidance

Principles and procedures

The danger which may threaten people if fire breaks out depends on many different factors. Consequently it is not possible to construct a model procedure for action in the event of fire suitable for all premises. However, the following plan of action shows the points that should normally be covered. This plan can be adapted accordingly to suit different premises or risks. Typically a small office, shop or other premises may require only a very simple plan, while larger premises may require a more in-depth plan.

Raising the alarm

Calling the fire service

Stopping certain processes or machines, isolation of power supplies

Evacuating buildings

Assembly

Roll call

Attacking the fire

The above stages are covered in more detail below.

Raising the alarm

All employees should be familiar with the procedures for operating the alarm. The alarm should normally be sounded as an informative and precautionary measure immediately an outbreak of fire is discovered.

The alarm may be raised automatically via a fire detector system or manually by operation of a manual call point or by other means. The emergency plan should cover how the alarm is raised and the subsequent actions. It should be ensured that delays in response are minimised.

If the alarm is raised manually, it is preferable that the person discovering the fire should give the alarm, although, where deemed necessary, this authority may only be entrusted to certain persons. If this is the case, it must be ensured there will be no delay in the operation of the alarm — this can only be achieved through appropriate training.

Calling the fire service

The duty of informing the fire service immediately an alarm is sounded must be specifically allocated to a designated person or persons. Facilities must be made available at all times when people are on the premises.

Stopping of machinery, isolation of power supplies

These tasks should be carried out by previously designated people to ensure the safety of all those concerned.

Evacuating premises

Everyone must be able to escape from danger. Personnel who do not have specific designated duties should start to leave the building as soon as the alarm sounds, unless instructions have been given to the contrary (e.g. as may be the case if phased evacuation is employed).

Everyone should leave in a calm, orderly manner, by the most direct route. Their egress should not be delayed by stopping to collect belongings. Depending on the circumstances of the building, fire marshals may have been nominated to ensure each area is evacuated.

Assembly points

An assembly point should be pre-determined and everyone made aware of its location. These points should be in a safe place (an enclosed courtyard forming part of the premises is not classed as a safe place) preferably under cover. It may be necessary to assemble in groups according to their working location.

In some circumstances it may be necessary for one or more employees to be responsible for ensuring that congestion does not occur on the streets and pavements immediately outside the building and exit doors. The location of the assembly point must not lead to the arrival of the fire service being obstructed.

In premises where members of the public may be present, all employees should be trained to accept responsibility for the safety of the public in the event of fire.

Roll call

One person in each department of the building should have the duty of maintaining a roll so that a quick check can be made. The fire service should be informed on arrival if anyone is not accounted for.

Fire fighting

Sufficient numbers of persons throughout the building(s) should be trained in the use of fire extinguishers. For small premises, this may mean that all employees are trained. Where possible, a member of staff designated for fire-fighting purposes should attack the fire with a suitable extinguisher. It must be stressed that fire-fighting should only be carried out secondary to personal safety. If there is any doubt about the ability to extinguish the fire safely, it should not be tackled but left for the fire service to deal with.

Responsibilities in the event of fire

In workplaces employing large numbers of employees, it may be appropriate to nominate certain employees to carry out specific tasks in the event of fire. For example, these tasks might include:

- acting as floor marshals, ensuring that the floor is completely evacuated during a fire evacuation and reporting this fact to a previously established control point
- closing down processes
- ensuring that security of the building is maintained
- ensuring that disabled people receive any assistance required.

Whatever task is undertaken, it must be carried out efficiently and cause no danger to the particular person concerned.

Information and training

Circumstances will determine the exact procedure for any particular building. For an efficient fire routine it is essential that every person has received adequate instructions and fully understands them. It will then be possible for prompt and effective action to be taken in the case of fire. If people are uncertain what they should do, the resulting delays could allow a fire which is small on discovery to grow to disastrous proportions. Instruction must leave no room for doubt as to the action to be taken. It should be as brief as practicable and expressed clearly in simple language.

Fire drills

Repeated practice evacuations will be necessary in many cases to ensure that the action plan is fully understood and can be carried out efficiently when required. Varying conditions should be assumed for these practices to familiarise the occupants with all alternative routes. Newly recruited staff will need to be trained in and familiarised with evacuation procedures. If shift workers are used, night drills should be held too.

Whilst it is desirable that as few people as possible know of an impending fire drill, great care should be taken to ensure that this can be carried out without danger or damage from sudden interruption of any processes being carried out.

The time taken for persons to reach a place of safety will indicate the level of efficiency attained by the occupants in their fire drill.

The frequency of drills will vary according to the degree of risk and any legislative requirements. In any case, a fire drill should be carried out at least once a year.

Records

Records of training and instruction should be kept. The following are examples of details which may need to be included in such a record:

- date of the instruction or exercise
- duration
- name of the person giving the instruction
- names of persons receiving the instructions, and
- nature of the instruction, training or drill.