



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

Title

Grassington Devonshire Institute (Town Hall)

Address of the Premises

48 Main Street,
Grassington,
N Yorkshire,
BD23 5AZ.

Responsible Person

The nominated Responsible person.

Assessor

Chris Packer

Date of Fire Risk Assessment

11/05/2018

Date of Previous Risk Assessment

No Previous FRA

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Disclaimer

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

Actions

#1. Have the Electrical Installation inspected immediately

Assignee: Unassigned
Priority: High
Due Date: 18/05/2018, 10:00
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: Is the fixed wiring installation periodically tested and inspected?
Status: To Do

#2. Place a NO SMOKING sign at the Entrance, Reception, Octagon, Snooker Hall, Main Hall.

Assignee: Unassigned
Priority: None
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 8.1 Are reasonable measures taken to prevent fires as a result of smoking?
Status: To Do

#3. Have the central heating/Gas boiler serviced immediately.

Assignee: Unassigned
Priority: High
Due Date: 18/05/2018, 11:30
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 10.4 Are fixed heating installations subject to regular maintenance?
Status: To Do

#4. Remove any unwanted combustible items throughout the premises.

Assignee: Unassigned
Priority: High
Due Date: 11/06/2018, 11:37
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 13.1 Is the standard of housekeeping adequate?

Status: To Do

#5. Replace glass on ground level in main hall with fire retardant material.

Assignee: Unassigned

Priority: High

Due Date: 11/06/2018, 11:47

Audit: Grassington Devonshire Institute (Town Hall)

Linked to item: Is there suitable protection of escape routes?

Status: To Do

#6. The room where the chairs are stored is a timber ceiling (joists) this ceiling must be FIRE BOARDED (pink plasterboard)

In the cellar seal around any pipes or wiring that go through walls/ceilings into other rooms/areas, (smoke/heat would pass through these gaps/holes into other areas)
Indeed throughout the property seal/repair any holes or gaps to stop smoke or heat encroaching into other areas.

Intumescent expanding foam will suffice.

Assignee: Unassigned

Priority: High

Due Date: 12/06/2018, 13:30

Audit: Grassington Devonshire Institute (Town Hall)

Linked to item: 18.1 Is there a sufficient standard of compartmentation and sub-compartmentation?

Status: To Do

#7. Return the original Church Hall to its former state, remove all timber linings from the walls and the ceilings and under the snooker table.

Assignee: Unassigned

Priority: High

Due Date: 11/07/2018, 13:06

Audit: Grassington Devonshire Institute (Town Hall)

Linked to item: 18.2 Are linings that promote fire spread avoided as far as reasonably practicable?

Status: To Do

#8. The following areas require a FD30 Fire Door:

- 1, Double door leading into Old Church Hall,
- 2, Single door leading into Church Hall from kitchen,
- 3, Door leading down to basement,
- 4, The door leading into the lighting room above large hall.

All these fire doors should have combined cold smoke seals and intumescent strips fitted and a self closer.

Assignee: Unassigned
Priority: High
Due Date: 21/06/2018, 13:13
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 19.1 Are fire doors to appropriate fire resisting standards?
Status: To Do

#9. Upgrade Fire Alarm to an L1 standard.

While this is being organised have the existing fire alarm serviced as this is showing FAULT.

Assignee: Unassigned
Priority: High
Due Date: 11/06/2018, 14:00
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 22.1 Is there a reasonable manually operated electrical fire alarm system provided?
Status: To Do

#10. At least 5 staff members should obtain FIRE MARSHAL TRAINING certified.

Assignee: Unassigned
Priority: High
Due Date: 11/06/2018, 14:24
Audit: Grassington Devonshire Institute (Town Hall)
Linked to item: 27.1 Are all staff given adequate fire safety instruction and training on induction?

Capital Fire can provide online fire marshal and staff basic fire safety training courses, please call 0800 193 8081 for further details.
Status: To Do

#11. Service existing fire alarm immediately.

Assignee: Unassigned

Priority: High

Due Date: 18/05/2018, 14:33

Audit: Grassington Devonshire Institute (Town Hall)

Linked to item: 28.2 Is there weekly testing and periodic servicing of the fire detection and alarm system?

Status: To Do

#12. Have the boiler serviced/inspected.

Assignee: Unassigned

Priority: High

Due Date: 11/06/2018, 14:38

Audit: Grassington Devonshire Institute (Town Hall)

Linked to item: 28.11 Other relevant inspection and testing

Status: To Do

Risk Rating and Action Planning

Question	Response	Details																				
<p>Risk Rating Summary</p> <p>The risk level estimator used is based on a more general health and safety risk level estimator of the type contained in BS 8800, the risk matrix table is shown below.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 35%;">Potential consequences of fire ⇒</th> <th style="width: 15%;">Slight harm</th> <th style="width: 15%;">Moderate harm</th> <th style="width: 15%;">Extreme harm</th> </tr> </thead> <tbody> <tr> <td>Likelihood of fire ↓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low</td> <td style="background-color: #00ff00;">Trivial risk</td> <td style="background-color: #ffff00;">Tolerable risk</td> <td style="background-color: #ffa500;">Moderate risk</td> </tr> <tr> <td>Medium</td> <td style="background-color: #ffff00;">Tolerable risk</td> <td style="background-color: #ffa500;">Moderate risk</td> <td style="background-color: #ff4500;">Substantial risk</td> </tr> <tr> <td>High</td> <td style="background-color: #ffa500;">Moderate risk</td> <td style="background-color: #ff4500;">Substantial risk</td> <td style="background-color: #ff0000;">Intolerable risk</td> </tr> </tbody> </table>			Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm	Likelihood of fire ↓				Low	Trivial risk	Tolerable risk	Moderate risk	Medium	Tolerable risk	Moderate risk	Substantial risk	High	Moderate risk	Substantial risk	Intolerable risk
Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm																			
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Low	Trivial risk	Tolerable risk	Moderate risk																			
Medium	Tolerable risk	Moderate risk	Substantial risk																			
High	Moderate risk	Substantial risk	Intolerable risk																			
<p>Taking into account the fire prevention measures observed at the time of this risk assessment it is considered that the hazard from fire (likelihood of fire) at these premises is:</p>	<p>High</p>	<p>Outlined within this document are a number of issues regarding FIRE SAFETY, that HAVE to be addressed.</p>																				
<p>In this context, a definition of the above terms is as follows:</p> <p>Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p>Medium: Normal fire hazards (e.g. Potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor short comings).</p> <p>High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.</p>																						
<p>Taking into account the nature of the building and the occupants as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:</p>	<p>Extreme Harm</p>																					
<p>In this context, a definition of the above terms is as follows:</p> <p>Slight harm: Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).</p> <p>Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities.</p>																						

<p>Extreme harm: Significant potential for serious injury or death of one or more occupants.</p>		
<p>Accordingly it is considered that the risk to life from fire at these premises is:</p>	<p>Substantial</p>	
<p>Comments</p>	<p>There are serious issues that must be addressed not only for fire prevention but if a fire occurs within the premises, the importance of a practiced FIRE PROCEDURE, also there are residents within the premises. There are some things in place but there are some issues that must be addressed immediately.</p>	
<p>Note: A suitable risk-based control plan should involve effort and urgency that is proportional to the risk, although the purpose of this section is to place the fire risk in context, the approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the previous Follow Up Items section, the risk levels are detailed below.</p>		
<p>PRIORITY 5 - Urgent Immediate action is required, use of the building or relevant areas may need to be restricted until these items are addressed, action should be taken within 1 month</p>		
<p>PRIORITY 4 - High Considerable resources may have to be allocated to reduce the risk. If the premises contain a sleeping risk temporary control measures may be required until the risk has been reduced or eliminated. If the building is occupied but there is no sleeping risk action should be taken within 3 months</p>		
<p>PRIORITY 3 - Medium It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a 6 month period</p>		
<p>PRIORITY 2 - Low No major additional controls are required however there is a need for improvements. It is generally considered that these items should be addressed within 12 months</p>		
<p>PRIORITY 1 - Monitor No action is required however it may be possible to make improvements as part of future planning or upgrades</p>		

The Fire Risk Assessment

Question	Response	Details
GENERAL INFORMATION		
<p>This Fire Risk Assessment (FRA) is based on PAS 79 format, the purpose of the report is to provide an assessment of the risk to life from fire. The report does not address the risk to property or business continuity from fire, insurers may require additional fire protection measures.</p> <p>This FRA has been carried out on behalf of the Responsible Person as defined in Article 3 of the FSO, the content of the Fire Risk Assessment should assist the Responsible Person in achieving compliance with Article 9 of the FSO the requirement to carry out Fire Risk Assessments.</p> <p>It is important to understand the content of the Fire Risk Assessment, necessary recommendations are made if there are actions that are required to protect relevant persons from fire. (Relevant persons are any persons lawfully in the building) If the content in the recommendations section is unclear clarification should be sought.</p> <p>The Fire Risk Assessment considers dangerous substances within the premises only to determine the adequacy of general fire precautions (Article 4 of FSO) it is the responsibility of the Responsible Person to ensure compliance with Dangerous Substances and Explosive Atmospheres Regulations 2002.</p> <p>This Fire Risk Assessment is only part of the process to achieving compliance with the FSO, a full copy of the FSO can be obtained by going to http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi_20051541_en.pdf</p> <p>The percentage figures shown at the bottom of the page in the Fire Risk Assessment section are not a percentage figure for the level of compliance but are the percentage of positive answers given however there is some correlation between the two</p>		
Name of Contact at the premises	David Garland and Derek.	
Assessor for and on behalf of Capital Fire Risk Assessments UK Ltd Chris Packer	Chris Packer.	
<p>Capital Fire Risk Assessments UK Ltd Nesfield House, Broughton Hall Business Park, Broughton, North Yorkshire BD23 3AE</p> <p>Telephone: 0800 193 8081 Email: enquiries@capital-fire.co.uk Web: www.capital-fire.co.uk</p>		
Suggested Date for Review	11/05/2019	
<p>This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs</p>		

1 The Building		
The Premises		
		
Appendix 1	Appendix 2	
1.1 Number of floors	3	
1.2 Approximate floor area: (m2 per floor)	20,000	
1.3 Approximate floor area: (m2 total)	30,000	
1.4 Brief details of construction	This is a stone built building over 3x floors, the bottom floor is a basement with plastered walls and a concrete ceiling.	
1.5 Occupancy type	Public and residential.	
1.6 Approximate date of construction	The original Town Hall was built probably in the 1800's and has been extended in recent years	
2 The Occupants		
2.1 Approximate maximum number of occupants:	300.	
The above figures are for guidance only and are subject to confirmation by the safety certificate and/or relevant acceptable seating plans.		
2.2 Approximate maximum number of employees at any given time:	1, but there are volunteers also.	
3 Occupants Especially at Risk		
3.1 Are there any sleeping occupants at the premises?	Yes	
Give details	There is a caretaker of the premises (Derek) who has a flat on the ground floor, there are also flats to the front of the Town Hall also on the ground floor, (the assessor is not sure if these are owned or are rented out) these have one entrance which leads on the street, there is no other access to these flats.	
3.2 Are there disabled occupants?	No	However, it is likely that people with disabilities will enter/use the premises.
3.3 Are there occupants in remote areas or lone workers?	Yes	
Give details	The caretaker can be working alone.	
3.4 Are Young Persons employed at the premises?	No	

3.5 Others	There is a Play School within the premises, this is on the ground floor of the newer extension (this has two floors)	
4 Previous Fire Loss Experience		
4.1 Is there any previous history of fire loss in the premises	No	
5 Other Relevant Information		
5.1 Give details of any other relevant information	The property is used for weddings and theatre etc, there is an area called the Octagon, this is on the top floor, this has a maximum occupancy of around 50 people at one time, there are two exits out of the Octagon (left and right) these lead down to the Final Exit doors.	
6 Relevant Fire Safety Legislation		
6.1 The following fire safety legislation applies to these premises: Regulatory Reform (Fire Safety) Order 2005		
6.2 The above legislation is enforced by:	North Yorkshire Fire & Rescue Service.	
6.3 Other legislation that makes significant requirements for precautions in these premises (other than Approved Document B of the Building Regulations 2000):	Housing Act 1988.	
6.4 The legislation to which 6.3 makes reference is enforced by:		
FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL		
7 Electrical sources of ignition		
7.1 Are reasonable measures taken to prevent fires of electrical origin?	No	Although there may be a certificate in place (this was not available on the day of assessment) On some electrical intake units the sticker showed last inspection was 1998, the electrical installation should be inspected every 5 years.
7.2 More Specifically		
Is the fixed wiring installation periodically tested and inspected?	No	See 7.1.
Actions: #1		
Are portable appliances tested/inspected?	Yes	The electrical appliances were last PAT TESTED on April 2018. However, it is advised that any bands/shows/Dj's etc should be instructed to ensure all their equipment is PAT TESTED prior to visiting the Town Hall, (some acts equipment can be second hand and in a bad

		state of dis-repair, and have been known to cause a fire by spontaneous combustion) These Acts should not be allowed to continue/set up unless their equipment has been recently PAT TESTED.
Is there a suitable policy about the use of personal electrical appliances?	No	There was no documentation to support that this is in place, this should be implemented.
Is there a suitable limitation on the use of trailing leads and adapters?	Yes	
If Luminous Discharge Lighting is fitted is it installed in accordance with current standards?	N/A	
8 Smoking		
8.1 Are reasonable measures taken to prevent fires as a result of smoking?	No	Although smoking is not allowed within the premises, there is a lack of signage showing this.
Actions: #2		
8.2 More Specifically:		
Is smoking prohibited in the building?	Yes	
Is smoking prohibited in appropriate areas?	Yes	
Are there suitable arrangements made for those who wish to smoke?	No	If people wish to smoke, they step outside of the building, there is no designated area for smokers.
Is there absence of any evidence of breaches of smoking policy?	Yes	
Is the appropriate smoking prohibition notice displayed at the building's entrance? Since 1 October 2012, at least 1 legible no-smoking sign must be displayed but owners and managers are now free to decide the size, design and location of the signs.	No	See 8.1.
9 Arson		
9.1 Does the basic security against arson appear reasonable?	No	On the day of assessment the Town Hall was open for anyone wishing to enter, people apparently walk in off the street and walk freely around the premises, allowing this means the building is potentially open to arson attack/arsonists. It is advised that the main front door should have a key fob entrance and maybe an intercom facility, refrain from the building being an open house. (if the reception area is manned then the main entrance can be left open).

		<p>Anyone entering the premises should enter their name in a signing in book.</p> <p>All doors must be kept locked so the public can't gain access into rooms that the public shouldn't be entering.</p>
9.2 Is there sufficient control of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes	
<p>Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required the advice of a security specialist should be obtained.</p>		
10 Portable Heaters and Heating Installation		
10.1 Is the use of portable heaters avoided as far as reasonably practicable?	Yes	
10.2 If portable heaters are used, are the more hazardous types (radiant bars and LPG) avoided?	N/A	
10.3 If portable heaters are used are suitable measures taken to minimise the risk of ignition of combustible materials?	N/A	
10.4 Are fixed heating installations subject to regular maintenance?	No	There was no documentation available to support that fixed heating is inspected/serviced annually.
Actions: #3		
11 Cooking Facilities		
11.1 Are reasonable measures taken to prevent cooking fires?	Yes	Within the kitchen is a micro wave and a standard oven, there is no ducting etc.
11.2 More Specifically:		
Are filters changed and ductwork cleaned regularly?	N/A	
Is suitable fire fighting equipment available?	No	If a deep fat fryer is to be used ensure a wet chemical fire extinguisher is in place (however it is advised not to allow a deep fat fryer to be used) Place a fire blanket within the kitchen.
12 Lightning		
12.1 Does the building have lightning protection system if required?	N/A	

13 Housekeeping		
13.1 Is the standard of housekeeping adequate?	No	Throughout the premises there were lots of combustible items kept, for example under the stage, in the basement, under the floor of the snooker room and other areas, it was the assessors opinion that these combustible items haven't been used/moved for years, in the event of a fire these would significantly add to the FIRE LOAD. It is advised to have a clear out of any unwanted items throughout the premises.
Actions: #4		
13.2 More specifically:		
Are combustible materials separated from ignition sources?	Yes	However, it was noted in the w/c that an extractor fan was grimey, this could cause an electrical fire, this fine fluff/flux is highly flammable, Clean the covers on all extractor fans.
Is the unnecessary accumulation of combustibles and waste avoided?	No	See 13.1.
Is there appropriate storage of hazardous materials?	No	There was paint near the stage and in the basement as well as spirit, these can act as a fire accelerant and must be stored in a COSHH cupboard.
Are combustible materials stored appropriately?	No	Lots of combustible items were in cupboards, under the stage, under the floor of the snooker room, in the basement (see 13.1)
14 Hazards Introduced by Contractors and Building Works		
14.1 Are fire safety conditions and instructions communicated to outside contractors? The responsible person should ensure that all contractors and other visitors are aware of the fire procedures in place on the premises. It is suggested that one possible solution would be to provide a copy of the fire procedures adjacent to a sign in book.	No	See across.
14.2 Is there satisfactory control over works carried out at the premises by outside contractors (including "hot work" permits)? There is reasonable control over contractors as they are always under the control of the responsible person however there is currently no hot work permit system in place.	No	See across.

14.3 If there are in-house maintenance personnel are suitable precautions taken during "hot work" including the use of hot work permits?	N/A	
15 Dangerous Substances		
15.1 If dangerous substances are or could be used has a risk assessment been carried out as required by Dangerous Substances and Explosive Atmosphere Regulations 2002?	N/A	
16 Other Significant Fire Hazards		
16.1 Are there any other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	Yes	
Give details	This is outlined in 18.2.	
FIRE PROTECTION MEASURES		
17 Means of Escape		
17.1 Is it considered that the building is provided with adequate means of escape in case of fire?	Yes	There is a double door to the main entrance, there is a double door near the nursery and a single FINAL EXIT out of the kitchen. However, it would be advised to convert one of the large windows within the nursery into a FINAL EXIT DOOR opening outwards, this would enable the children and staff to leave the property quickly.
17.2 More specifically:		
Are escape routes adequately designed?	Yes	
Is there adequate provision of exits?	Yes	
Are exits easily and immediately openable where necessary?	Yes	
Do fire exits open in the direction of travel where necessary?	Yes	
Have sliding or revolving doors been avoided where necessary?	Yes	
Are there satisfactory means of securing exits?	Yes	
Are there reasonable distances of travel where there is a single direction of travel?	Yes	

Are there reasonable distances of travel where there are alternative means of escape?	Yes	
Is there suitable protection of escape routes?	No	<p>The evacuation route/corridor runs along side the main hall, the glass from the hall is not Fire Retardant glass. In the event of a fire in the hall, this standard glass could explode and injure any person using the evacuation route corridor to escape. Install fire retardant glass on the main Hall Windows, the same is required in the snooker hall.</p> <p>Remove coats etc from the doors leading out of the play school/nursery There are large metal containers near the nursery and side FINAL EXIT, these must be taken off the evacuation route.</p>
Actions: #5		
Are there suitable fire precautions for all inner rooms?	No	See 18.2.
Are escape routes unobstructed?	No	<p>Some evacuation routes had items on them which would/could impede evacuation, the evacuation route should be kept as sterile as possible, this means the fish tank should be removed and anything that could be a trip hazard.</p> <p>At the back of the stage there are items on the evacuation route, also to right and left of the stage in the main hall the curtains will impede a quick evacuation, these must be removed.</p>
17.3 Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?	No	<p>On speaking to the Caretaker the assessor was informed that there is no planned/practiced Fire Procedure In place to enable quick evacuation of people with disabilities/elderley etc.</p> <p>A practiced written plan should be put in place, for example, ensuring people with disabilities are seated near the exits out of the hall.</p>
18 Measures to Limit Fire Spread and Development		
18.1 Is there a sufficient standard of compartmentation and sub-compartmentation?	No	<p>There are issues with FIRE DOORS, (see fire door section)</p> <p>The room where the chairs are stored is a timber ceiling (joists) this ceiling must be FIRE BOARDED (pink plasterboard)</p> <p>In the cellar seal around any pipes or wiring that go through walls/ceilings into other</p>

		<p>rooms/areas, (smoke/heat would pass through these gaps holes into other areas) Indeed throughout the property seal/repair any holes or gaps to stop smoke or heat encroaching into other areas.</p> <p>Ensure ceilings are 60 minute fire resistant, this is including the flats in the Old Town Hall.</p>
<p>Actions: #6</p>		
<p>18.2 Are linings that promote fire spread avoided as far as reasonably practicable?</p>	<p>No</p>	<p>This is of concern to the assessor, The area of concern is the mainly the old/original Church Hall.</p> <p>On inspection it is clear to see that the Old Church Hall was partitioned off a long time ago. Where it was once a one room Church Hall there are now two rooms one of which is a snooker room and the other is a meeting room etc,</p> <p>Above the meeting room is a loft area (accessed by the snooker room) the Snooker room floor has been raised up and there is a compartment area which is accessed from the other half of the hall/meeting room.</p> <p>The problem/concern of this is, the original walls and ceiling are made up of timber panelling as is the partition wall between the snooker room and the rest of the original hall, the snooker table sits on a timber floor, there is a compartment under the snooker table floor crammed with timber/combustibles, what with the timber linings timber floors and timber joists, this is a recipe for disaster, if a fire occurred, the amount of timber in this area would cause a major fire which would spread very quickly and also catch fire to the roof area with its timber trusses.</p> <p>It is recommended to return the Church Hall to its existing state, this means pulling all the timber linings down and the snooker room floor, removing all the timber stored under the snooker table,</p> <p>FIRE DOORS should be fitted from the kitchen and from the reception leading into the church hall, these fire doors should be of FD30 standard and have combined cold smoke seals and intumescent strips fitted with loser also fitted.</p> <p>This will compartmentalise the Church Hall from the other parts of the building.</p> <p>This is especially important as there are sleeping residents on the premises There are lots of curtains within the premises ensure these are of fire retardant material this includes the Octagon curtains.</p>

Actions: #7		
18.3 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of fire?	N/A	
Notes: Comments on compartmentation are based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. A full investigation of HVAC systems is outside the scope of this risk assessment.		
19 Fire Doors		
19.1 Are fire doors to appropriate fire resisting standards?	No	There are Fire Doors within the building, however, some are needed in other areas. The following areas require a FD30 Fire Door: 1, Double door leading into Old Church Hall, 2, Single door leading into Church Hall from kitchen, 3, Door leading down to basement, 4, The door leading into the lighting room above large hall. All these fire doors should have combined cold smoke seals and intumescent strips fitted and a self closer.
Actions: #8		
19.2 More Specifically:		
Do all fire doors close fully and form a close fit in the opening?	No	Some fire doors do not shut fully on their own and should be serviced accordingly. (For example the fire door from the flat to the cellar)
Are all fire doors fitted with appropriate ironmongery?	No	Ensure all Fire Doors on evacuation route have a Thumb lock not a key lock. The PVC door out of Derek's flat has a key lock this must be swapped for a Thumb Lock. As does the door out of the cellar near the ducting.
Are fire doors fitted with intumescent strips and smoke seals as required?	Yes	The existing fire doors have these fitted.
Are fire doors in good condition?	Yes	The existing fire doors are in good condition. However, the fire door at the back of the stage has had the lock removed and has left a hole, this compromises the fire door and

		should be replaced or repaired. (A fire door is not a fire door when it is damaged or has holes in it.)
Is the practice of wedging or otherwise holding doors open avoided?	No	It was noted on the day of assessment that some fire doors are being wedged open, for example the door to the boiler/fridge area, in the event of a fire this act would allow smoke/heat to pass through into other areas quickly. KEEP FIRE DOORS SHUT AT ALL TIMES.
20 Emergency Escape Lighting		
20.1 Is there a reasonable standard of escape lighting provided?	Yes	
Note: Comments on emergency lighting are based on visual inspection, no test of luminance levels or verification of full compliance with relevant British Standards has been carried out during the assessment		
21 Fire Safety Signs and Notices		
21.1 Are fire safety signs and notices suitable and sufficient?	No	There is need of an upgrade in FIRE EXIT DIRECTIONAL SIGNS. Place a FIRE EXIT sign above the R/H door in the snooker room. Also place a FIRE ACTION PLAN NOTICE near all FINAL EXITS and near all Red Box call points
22 Means of Giving Warning in the Event of Fire		
22.1 Is there a reasonable manually operated electrical fire alarm system provided?	No	Although there is a FIRE ALARM in situ, this is 20+ years old, this alarm has not been serviced regularly and should be upgraded. The existing Fire Alarm is showing FAULT, have this serviced immediately while organising for a new fire alarm to be fitted.
Actions: #9		
22.2 If an automatic fire detection system is required is it provided and generally appropriate for the occupancy and fire risk?	Yes	See 22.1
22.3 If there is an alarm system is there remote transmission of alarm signals if required?	Yes	
Note: Comments on fire alarm system are based on visual inspection, no audibility tests or verification of full compliance with relevant British Standards has been carried out during the assessment		
23 Manual Fire Extinguishing Appliances		
23.1 Is the provision of portable fire fighting equipment adequate?	Yes	However, lots of Fire Extinguishers are on the floor, these should be wall mounted.

23.2 If hose reels are required are they provided?	N/A	
23.3 Are all fire extinguishing appliances readily accessible?	No	See 23.1.
24 Relevant Automatic Fire Extinguishing Systems		
Types of system	None.	
Comments and observations:	It is recommended that thought should be given to having a sprinkler system fitted going forward.	
25 Facilities, Equipment and Devices for the Protection of Fire-Fighters		
Types of facilities:	None.	
Comments and observations:	None.	
MANAGEMENT OF FIRE SAFETY		
26 Procedures and arrangements		
26.1 Fire safety is managed by?	The nominated certified responsible person.	
<p>Note: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the risk assessment</p>		
26.2 Are there competent persons available to assist in implementing fire safety arrangements?	Yes	Most of the time Derek (Caretaker) is on the premises and 5 days a week there are 2 x nursery teachers on the premises.
26.3 Is there a fire policy in place if it is considered necessary? A dedicated Fire Policy should be drafted and all staff/persons made aware of its content.	No	See across.
26.4 More specifically:		
<p>Are procedures in the event of fire appropriate and properly documented?</p> <p>There should be a plan in place for procedures in the event of a fire, for instance how people will be warned if there is a fire. What people should do if they discover a fire. Detailed information on how the Fire & Rescue Service and any other necessary services will be called and who will be responsible for doing this. How the evacuation should be carried out. Individual needs/risks relating to individual persons. Where people should assemble after they have left the premises or moved to a refuge</p>	No	<p>See across for guidance.</p> <p>Any persons hiring the hall/rooms are told where the Fire Exits are on induction, this is not enough.</p>

<p>and checking to see if the premises has been fully vacated. Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety. Procedures for meeting Fire & and Rescue on their arrival and notifying them of the locations of any remaining persons. The duties and identity of staff/persons (if applicable) who have specific responsibilities if there is a fire. Arrangements for the safe evacuation of people identified as being especially at risk. Any machines/processes/ appliances/ power supplies that need to be stopped/isolated if there is a fire. Specific arrangements, if necessary for high fire risk areas. Contingency plans such as restrictions on the use of the building for when life safety systems such as fire detection and warning systems are out of order.</p>		
<p>Are there suitable arrangements for summoning the fire and rescue service?</p> <p>It is recommended that the procedure is developed out to detail exactly how the Fire Service are alerted.</p>	No	See across.
<p>Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?</p>	No	There is no plan in place in what to do in the event of a fire.
<p>Are there suitable arrangements for ensuring that the premises have been evacuated?</p>	No	There is no practiced procedure or arrangement for ensuring people on the premises have been evacuated.
<p>Is there a suitable fire assembly point(s)?</p>	Yes	Nominate well away from the premises. The fire assembly point should be written on the FireAction Plan notices.
<p>Are there adequate procedures for evacuation of any disabled people who are likely to be present?</p>	No	There is no practiced procedure or arrangement for ensuring people with disabilities on the premises have been evacuated. This should be implemented, practiced and logged.
<p>26.5 Are persons nominated and trained to use fire extinguishing appliances?</p>	No	Do not attempt to use a Fire Extinguisher unless certified training is in place, leave the building immediately.
<p>26.6 Are persons nominated and trained to assist with evacuation, including the evacuation of disabled people?</p>	No	There is no person trained to assist in the evacuation of people with disabilities, this should be implemented and practiced.

26.7 Is there appropriate liaison with the fire and rescue service (e.g. fire and rescue crews visiting for familiarisation)?	No	It is recommended that the Local Fire Authorities should be invited to familiarise themselves with the property.
26.8 Are routine in-house inspections of fire precautions carried out (e.g. In the course of health and safety inspections)?	No	There is no documentation to support that in-house routine inspections on fire precautions are carried out, this is part of Health & Safety and should be implemented.
27 Training and drills		
27.1 Are all staff given adequate fire safety instruction and training on induction? Capital Fire can provide online fire marshal and staff basic fire safety training courses, please call 0800 193 8081 for further details.	No	There is no responsible person that has FIRE MARSHAL TRAINING this is a Legal Requirement and should be addressed, Capital Fire have offered to administer this. A certified Fire Marshal should be on the premises during opening hours. Allowing for nominees being off sick or on annual leave, it is recommended to nominate 5 x staff/ volunteers, the two ladies in the play school should have this in place as they are looking after children.
Actions: #10		
27.2 Are all staff given adequate periodic "refresher training" at suitable intervals?	No	See 27.1
27.3 Does all staff training provide information, instruction or training on the following:		
Fire risks in the premises?	No	See 27.1
The fire safety measures in the building?	No	See 27.1
Action in the event of fire?	No	See 27.1
Method of operation of the manual call points?	No	See 27.1
Location and use of fire fighting equipment?	No	See 27.1
Means for summoning the fire and rescue service?	No	See 27.1
Identity of persons nominated to assist with evacuation?	No	See 27.1
Identity of persons nominated to use fire extinguishing appliances?	No	See 27.1 (Fire Marshal training takes in correct usage of Fire Extinguishers.)
27.4 Are staff with special responsibilities (e.g. Fire wardens) given additional training?	No	See 27.1
27.5 Are drills carried out at appropriate intervals?	No	See 27.1 Fire Drills should be practiced at quarterly intervals, this is vitally important for the

		nursery/play school, all Fire Drills should be logged.
27.6 Is the workplace adequately maintained?	No	There was no documentation to support this.
27.7 When the employees of another employer work in the premises:		
Is their employer given appropriate information (e.g. On fire risks and general fire precautions)?	N/A	
Is it ensured that the employees are provided with adequate instructions and information?	N/A	
28 Testing and maintenance		
28.1 Is there adequate maintenance of premise?	No	Although the property looks well maintained, there are no logs or documentation to support this.
28.2 Is there weekly testing and periodic servicing of the fire detection and alarm system?	No	The Fire alarm hasn't been tested or serviced in a long while, the Fire Alarm was showing fault on the day of assessment. The fire alarm should be tested weekly and logged for inspection purposes. Because there are no logs to support when the fire alarm was last serviced and tested, no one knows how long this fault has been showing.
Actions: #11		
28.3 Is there monthly, six-monthly and annual testing of the emergency lighting?	No	The Emergency Lighting hasn't been tested or serviced in a long while, this should be tested monthly and logged for inspection purposes.
28.4 Is there annual maintenance and testing of fire fighting equipment?	Yes	July 2017.
28.5 Is there periodic inspection of external escape stairs and gangways?	N/A	
28.6 Is there six monthly and annual testing of wet/dry risers?	N/A	
28.7 Is there weekly and monthly testing and six monthly and annual inspection of fire fighting lifts?	N/A	
28.8 Is there weekly testing and periodic inspection of sprinkler installations?	N/A	
28.9 Is there routine checks of fire doors and final exit doors?	No	See across. Inspect fire doors weekly and log.
Things to check for:-		

<p>Damaged doors any holes etc. in need of repair Check that intumescent strip/smoke seals are in tact Check all doors close fully off their own steam leaving no gaps bigger than the width of a pound coin between the doors and casing/frames when closed. Internal fire doors should have signage "fire door keep shut" Outside final fire exits should have signage "fire exit keep clear" All fire exits must be checked to ensure they open and close with ease and there are no obstructions both inside and out on the evacuation route.</p>		
<p>28.10 Is there annual inspection and testing of lightning protection system?</p>	N/A	
<p>28.11 Other relevant inspection and testing</p>	<p>Although there is Gas (boiler etc) there was no Gas inspection certificate to support that this has been serviced annually.</p>	
<p>Actions: #12</p>		
<p>29 Records</p>		
<p>29.1 Are there appropriate records of:</p>		
<p>Fire drills?</p>	No	<p>Carry out Fire Drills at 3 monthly intervals and log, the building must be evacuated in 2 and half minutes.</p>
<p>Fire training?</p>	No	<p>See 27.1.</p>
<p>Fire alarm tests?</p>	No	<p>Test weekly and log.</p>
<p>Emergency escape lighting tests?</p>	No	<p>Test monthly and log.</p>
<p>Maintenance and testing of other fire protection systems?</p>	N/A	

Media



Appendix 1



Appendix 2