

## GRASSINGTON DEVONSHIRE INSTITUTE

### Fire Risk Assessment Action Plan

**Date of Assessment:** 11<sup>th</sup> May 2018 **Assessor(s):** Chris Packer, Capital Fire Risk Assessment UK Ltd.

**Review: 5** **Date: 12<sup>th</sup> November 2018 (Changes since the last review will be shown in bold.)**

**Introduction:** The fire risk assessment for Grassington Devonshire Institute was carried out by Capital Fire Risk Assessments UK Ltd. on 11<sup>th</sup> May 2018. This action plan has been developed, by the Trustees, to address the risks identified in the report which affect the people who live on or use the premises and/or are involved in maintenance and upkeep. The Trustees of the Grassington Devonshire Institute understand that there is no legal requirement to publish the findings of this risk assessment, nor its associated action plan. However, they agree that there are sound legal and business reasons to record the findings of the risk assessment and associated actions and to ensure that they are brought to the attention of those working or holding an event or activity in the premises.

The assessors undertook the fire risk assessment in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

On 10<sup>th</sup> October 2018, the premises were visited by Mr Sam Crossley, Prevention & Protection Watch Manager, North Yorkshire Fire & Rescue Service, at the Trust's request. The risk assessment and fire action plan documents were reviewed and a number of actions advised. These are incorporated into this plan.

The action plan is the subject of ongoing review and agreement by the Trustees of the Grassington Devonshire Institute.

The Trustees have decided that the risk assessment and action plan record will be made available to all workers undertaking work on the premises and all users of the premises.

| Risk                                  | Priority | What Preventative Action is Currently in Place?                                     | What Additional Preventative Action is Needed?  | Current position  | Estimated (e) and actual (a) cost | Action Delegated To:    | Date Action Complete  |
|---------------------------------------|----------|---|---|---|-----------------------------------|-------------------------|-----------------------|
| <b>ELECTRICAL SOURCES OF IGNITION</b> | High     | Electrical Installation Inspection undertaken by Sam Yeomans Electrical on 5/11/16. | Consider whether a further electrical installation survey is due before 2021.   | SYE confirmed on 30/5/18 that the results of the 2016 inspection suggest no further inspection is necessary until November 2021. A 10% sampling may be undertaken, if required in 2019. |                                   | D. Wood                 | 30/5/18               |
|                                       |          | Portable Appliance Testing undertaken annually by Fire Academy.                     | Develop a policy on the use of personal electrical appliances.<br><br>Ensure all users of the premises, who bring their own equipment, provide evidence of a recent PAT test. | Fire Academy updated PAT tests following visit on 8/6/18.<br><br>Trustees agreed, on 9/7/18, to make this a condition of hire.  | £121 (a)                          | D. Wood<br><br>V. Giles | 8/6/18<br><br>10/7/18 |
| <b>GAS</b>                            | High     | Gas Installation testing and boiler servicing undertaken by HCS Ltd. on 7/9/16.     | Ensure an annual gas installation check and boiler/gas cooker servicing is carried out annually.  | HCS Ltd. carried out installation test, commercial and domestic boiler servicing and gas cooker servicing on 12/6/18.   | £339.22 (a)                       | D. Wood                 | 12/6/18               |
| <b>SMOKING</b>                        |          | Smoking is not allowed on the premises.   | Install appropriate 'No Smoking' signage at the entrances to the premises.<br><br>Consider the introduction of a 'safe smoking' area outside of the                           | New signs delivered and now in situ.  |                                   | G. Davies               | 11/6/18               |

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|---|----------|--|--|--|-----------------------------------|----------------------|----------------------|
|   |          |  | premises.  |  |                                   |                      |                      |
| <b>ARSON</b>                                      |          | The premises are locked overnight and during periods of inactivity.<br><br>The Caretaker undertakes regular patrols of the premises. | Consider whether a new access policy and system could be developed and implemented.  | Main doors locked when no events are taking place.         |                                   |                      |                      |
| <b>PORTABLE HEATERS AND HEATING INSTALLATIONS</b> |          | The use of portable heaters is avoided.  | Fixed heating installations should be subject to regular maintenance.  |  |                                   |                      |                      |
| <b>COOKING FACILITIES</b>                         |          | The kitchen area contains no ducting and deep fat fryers are not used on the premises.   | Install a fire blanket in the kitchen.   | A fire blanket is in situ to the right of the gas cooker.  |                                   |                      | May 2018             |
| <b>HOUSEKEEPING</b>                               | High     |  | A review of items stored throughout the premises and, in particular, in the basement and under floors to be carried out with a view to removal, alternative storage or repatriation to owner.<br><br>Extractor fans in the w/c to be thoroughly cleaned. | Clear out conducted on 23/7/18.<br><br>Ongoing thereafter. | £210.00 (a)<br>Skip hire.         | D. Lee<br><br>D. Lee | 23/7/18              |

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|---|----------|---|---|--|-----------------------------------|---|------------------------------|
|   |          |   | Introduce a COSHH storage facility to house materials such as paint and other accelerants.  | A COSHH –compliant storage cupboard was delivered on 31/5/18. This has been located in the basement and all relevant substances were removed to it 23/7/18.  | £582.00 (a)                       | G. Davies   | 23/7/18                      |
| <b>HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS</b> |          |   | Ensure all contractors are aware of the premises' fire safety conditions.   | Updated policy to be brought to the attention of all contractors.  |                                   | D. Lee  |                              |
| <b>MEANS OF ESCAPE</b>                                      | High     | The premises have appropriate fire exits which can be secured and opened when required.<br><br>Escape routes are adequately designed. | Replace the glass in the main hall windows, adjacent to the Moor Lane corridor with fire-retardant glass.<br><br>Ensure escape routes are free from obstacles.<br><br><b>Fire Officer advises that the rhs fire exit in the Main Hall be de-commissioned due to lack of</b> | <b>Fire Officer visit on 10/10/18 advises this is not necessary as this is not an escape route.</b><br><br>Bowlers' storage trolleys moved to main hall.<br><br><b>Fire exit signs removed (or covered up) from ceiling, doors and</b> |                                   | G. Davies<br><br>D. Lee<br><br>D. Garland /D. Lee | 10/10/18<br><br><br>29/10/18 |

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|  |          | Fire exit from Playschool is via a short corridor. | <p>protection on escape route and length of route.</p> <p>Create a new fire exit directly to the outside.</p> <p><b>Fire Officer advises the introduction of 'evac chairs' to enable safe evacuation of disabled persons via the Octagon and main stairs.</b></p> <p>Establish and implement a fire evacuation procedure for disabled and 'frail elderly' people.</p> | <p>corridor.</p> <p>Main Hall capacity reduced to 300 persons.</p> <p><b>Fire Officer advises that 2 acceptable evacuation routes and exits are already available so additional exit is not required. Playgroup has been informed.</b></p> <p><b>Site visit by 'Evac+Chair' arranged for 14/11/18.</b></p> |                                   | D. Wood              | 10/10/18             |
| <b>MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT</b> | High     |  | Fire board the chair storage room.  | <b>Work undertaken in house.</b>   | £72 (a)                           | D. Garland / D. Lee  | 26/10/18             |
|  | High     |  | Seal holes around any pipes or wiring which travel through walls,   | <b>Quote from RT received on 14/7/18.</b>  | £70 + VAT (e)                     |                      |                      |

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|                   | High     | Curtains have Flame Retardant No. 1 or No. 2 applied, manufactured by Active Chemical Products Ltd. | <p>floors or ceilings.</p> <p>Remove the timber partitioning and lining from the Games Room/Snooker Room and remove timber stored under the snooker table.</p>  | <p>Fire Officer advises this is not necessary. Instead, a smoke detector should be fitted in the floor void and connected to the alarm system.</p> <p>Estimates for work to be obtained from Keybury following meeting on 1/11/18.</p> <p>Flame Retardant No. 1 or No.2 applied to all curtains by White Rose ChemDry on 8/6/15.</p> |                                   | D. Garland           |                      |
| <b>FIRE DOORS</b> |          | Fire Doors are present within the premises.   | <p>Existing fire doors to be serviced to ensure functionality.</p> <p>Existing and any new fire doors to have thumb rather than key locks.</p> <p>Ensure fire doors are never wedged open.</p> <p>Repair hole (or replace thumb lock) in fire door at the back of</p> |  |                                   | D. Lee               |                      |

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|                                      | High     |  | <p>the main stage.</p> <p>Install FD30 fire doors as follows:-<br/>           Double door leading into the Games Room; Single door leading from the kitchen into the Games Room; Single door leading from foyer to the basement; single door leading into the projection room above the main hall.</p> <p><b>Fire Officer advises 2 replacement fire doors from kitchen to foyer and from kitchen to covered exit porch.</b></p> | <p>Installation work completed.</p> <p>Quotation from JR received 2/11/18.</p> | <p>£2,896.00 (a)</p> <p>£880 (e)</p>                | <p>G. Davies</p> <p>G. Davies</p> | <p>28/9/18</p>       |
| <b>FIRE SAFETY SIGNS AND NOTICES</b> |          | Some fire signs/notices are present.               | <p>Upgrade existing Fire Exit directional signs.</p> <p>Install a Fire Exit sign above the r/h door in the Snooker Room.</p> <p>Install a Fire Action Plan notice near all Final Exits and Red Box call points.</p>  | New signs, covering all recommendations, now in situ.                          | <p>£230.21 (a)</p> <p>£19.47 (a)</p>                | G. Davies                         | 11/6/18              |
| <b>EMERGENCY ESCAPE LIGHTING</b>     |          | Appropriate emergency escape lighting is in place. | Ensure the emergency lighting luminance levels are appropriate and that the lighting is compliant with relevant British Standards.   | Contract with Keybury until June 2019.   | <p>£360 (a)</p> <p>For takeover of E.L. system.</p> | D. Garland                        |                      |

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|   |          |  |   | <p>SYE replaced emergency lights in Main Hall, Moor Lane corridor and Playschool on 21/6/18.</p> <p>Bulb replacement programme for emergency exit signs and emergency lights completed.</p> <p><b>Consider whether this is appropriate after walking the route at night.</b></p> <p>Ongoing.</p> | <p>£235 (e)</p> <p>£1,076.91 (a)</p> | <p>D. Garland</p> <p>D. Garland</p> <p>D. Lee</p> | <p>21/6/18</p> <p>30/9/18</p> |
| <b>MEANS OF GIVING WARNING IN THE EVENT OF FIRE</b> | High     | The premises are covered by a fire alarm system. | The fire alarm system is showing a fault and requires repair. | Keybury visit on 7/6/18 confirmed control panel was not faulty. Heat sensors at high level in main hall replaced/repared in September.   | £384.00 (a)                          | D. Garland  | 1/10/18                       |

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|                               |          |   | <p><b>Fire Officer suggests upgrading alarm to L1 specification.</b></p> <p>The fire alarm and emergency lighting system requires regular servicing.</p> <p><b>Fire Officer advises installation of smoke detectors in voids under the Main Hall stage and above the Snooker Room.</b></p> <p>Carry out regular testing and log.</p> | <p><b>Advice and, if necessary, quotation for system upgrade to be sourced from Keybury.</b></p> <p>Contract with Keybury until June 2019.</p> <p><b>Quotation to be obtained from Keybury.</b></p> <p>New logbooks and recording system to be introduced in October 2018.</p> | £420 (a) for takeover of alarm system. | <p>D. Garland</p> <p>D. Garland</p> <p>D. Garland</p> | 7/6/18               |
| <b>FIRE EXTINGUISHERS</b>     |          | Fire extinguishers are available throughout the premises and are serviced on an annual basis. | All fire extinguishers must be wall-mounted.   | Fire Academy carried out extinguisher servicing and wall-mounting of extinguishers on 8/6/18.  | £235 (a)                               | D. Wood   | 8/6/18               |
| <b>FIRE SAFETY PROCEDURES</b> |          | Competent persons are on hand to assist in implementing fire safety arrangements.             | Develop a Fire Policy and Fire Action Plan/Procedure and communicate its content and application to all users of the premises, including contractors.  | Fire Academy to provide template policies.   |  | H. Barton   |                      |

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|                                 |          |   | <p>Liaise with the local Fire Authority to ensure familiarisation with the premises.</p> <p>Ensure in-house inspections of all fire systems and precautions are clearly documented and available for inspection.</p>   | <p><b>Familiarisation visit by Grassington and Skipton fire crews scheduled for 27/11/18.</b></p> <p>Ongoing.</p>                        |                                   | <p>D. Wood</p> <p>D. Lee</p>                |                      |
| <b>FIRE TRAINING AND DRILLS</b> | High     |   | <p>Ensure Fire Marshal training is provided to 5 or more people including the playgroup.</p> <p>Ensure all 'responsible persons' are aware of the Fire Policy and Fire Action Plan.</p>  | <b>Fire Academy provided training for 14 people inc. Trustees, Caretaker and significant users on 5/11/18.</b>                           | £345 (a) for 15 people            | D. Garland                                  | 5/11/18              |
| <b>TESTING AND MAINTENANCE</b>  |          | A log of inspections and drills is maintained by the Caretaker. | <p>Introduce appropriate logbooks and any other documentation to provide evidence of inspections and ensure that faults, breakdowns or other deficiencies are brought to the attention of the Trustees.</p> <p>Fire Drills – 3 monthly<br/>Fire Alarm Testing – weekly</p> | <p><b>New logbooks and record-keeping to be introduced in October 2018.</b></p> <p><b>Fire alarm test and evacuation carried out</b></p> |                                   | <p>D. Lee/<br/>D. Garland</p> <p>D. Lee</p> |                      |

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|      |          |   | Emergency Escape Lighting tests - monthly      | satisfactorily on 5/6/18. |                                   |                      |                      |

**Date record first reviewed at Trustees' meeting:** 4/6/18, where this Record was accepted and adopted as a working plan.

**Latest Date of Next Scheduled Assessment:** tbc