

Model Fire Risk Assessment

1. It should be noted that a Risk Assessment should be completed for each 'Risk Area', meaning that for a large building or a complex site it may be necessary to complete more than one pro forma to accurately and adequately capture the information necessary to conduct a suitable and sufficient risk assessment. This decision should be a considered judgement by the person carrying out the task.
2. A review must be conducted at least annually, prior to any proposed changes to the structure of the building, introduction of new processes or storage of flammable materials or significant changes in the number or types of occupants using the premises.

3. The risk assessment process should consist of a physical examination of the site with any building defects and poor practices recorded as they will form the action plan. The risk assessment should identify all fire hazards but, when evaluating risk, only 'significant findings' should be taken into account:

4. 'Significant findings' - relate to any feature of the premises, including its contents, its processes and occupants, that have an adverse effect on fire safety; only significant findings need to be recorded in this document.

This risk assessment should be completed with reference to the document HS18 (Fire Safety) Arrangements; see Appendix One to help you complete this document.

| Fire safety risk assessment | |
|---|--|
| 1 | <p>Identify fire hazards</p> <ul style="list-style-type: none"> Identify: <ul style="list-style-type: none"> sources of ignition; sources of fuel; and sources of oxygen. |
| 2 | <p>Identify people at risk</p> <ul style="list-style-type: none"> people in and around the premises; and people who are especially at risk. |
| 3 | <p>Evaluate, remove or reduce, and protect from risk</p> <ul style="list-style-type: none"> Evaluate the risk of a fire starting; Evaluate the risk to people from a fire; Priority of reducing the risks to people from a fire; Protect people by providing fire precautions. |
| 4 | <p>Record, plan, inform, instruct, and train</p> <ul style="list-style-type: none"> Record any major findings and action you have taken; Discuss and work with other responsible people; Prepare an emergency plan; Inform and instruct relevant people; Provide training. |
| 5 | <p>Review</p> <ul style="list-style-type: none"> Review your fire-risk assessment regularly; Make changes where necessary. |
| Remember to review your fire-risk assessment regularly. | |

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| Is there a zoned map with the control panel? | no | How regularly do you conduct fire drills? | Every hall meeting which is every 2/3 months |
| Detail the premises false alarm procedures. | | | |
| Do 'hold open' door devices release when alarm sounds? | no | Do automatic doors fail to safe when the fire alarm is sounded? | no |
| Details of any site/building security procedures that include arson prevention. | | | |
| Do you hold radioactive sources? And if so, when did you inform the fire brigade? | Regular security checks by committee no | | |
| Do you have an Out of Hours contact? Detail name and contact details have the fire service been informed of these details? | Hall committee | | |

| No | Hazard | Details of Findings | Are existing controls sufficient Y/N? |
|---|--|---|---------------------------------------|
| 1. IDENTIFYING FIRE HAZARDS IN THE PREMISES | | | |
| 1.1 | Identify all potential ignition sources in your building and what measures can be taken to remove or reduce these sources? | <ul style="list-style-type: none"> • Electrical fault, kitchen accident, (cooker/microwave/kettle/water heater/dishwasher/fridge) overhead heaters in the main hall are electric. • Electric heater in committee room • Electrical items in the railway club. • Boiler • Other potential sources are electric sockets/portable appliances • | |
| <i>Consider: naked flames, gas appliances, hot processes, welding, paint stripping, electric, gas/oil fired heaters and boilers, cooking implements, electrical equipment, hot surfaces, arson or blocked vents. Priority 1 & 2 items on the 5-year fixed electrical system should be actioned. Solar panels</i> | | | |
| 1.2 | Identify all potential fuel sources and what measures can be taken to remove or reduce these sources? | <ul style="list-style-type: none"> • Oil fired boiler, other fuel sources are plastic seating, metal tables/wooden tables, curtains (main stage are fire retardant) blinds and a wooden stage. | |
| <i>Consider: anything that burns - paints, varnishes, thinners, adhesives, solvents, lint, white spirits, cooking oil, packaging, paper, textiles, waste products, dust, wood, LPG, oily rags, etc.</i> | | | |
| 1.3 | Identify all potential sources of air or oxygen and what measures can be taken to remove or reduce these sources? | <ul style="list-style-type: none"> • Natural airflow through windows and doors | |
| <i>Consider: chemicals containing oxidising materials, oxygen supplies from cylinders, air conditioning units in areas with sources of ignition and mechanical ventilation and air-handling systems. Check that fire dampers installed where system ductwork goes through fire partitions are maintained. Ensure that where systems are interfaced to the fire alarm system that they shut down upon alarm actuation.</i> | | | |

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|---|---|--|---------------------------------------|
| <p><i>This could include sleeping accommodation whereby there are particular issues with evening/night time evacuation.</i></p> | | | |
| <p>3. INTERNAL INSPECTION OF THE BUILDING</p> | | | |
| 3.1 | <p>Are there any partitions, walls, floors, or ceilings with holes / defects that could facilitate the movement of fire or smoke between areas?</p> <p><i>Consider: Holes, voids or gaps in ceilings, walls, etc will allow the spread of smoke and heat. They should be stopped using a suitable fire-resistant material. Glass panels that will allow heat to radiate through, metal pipes that will allow heat to conduct along. Check above false ceilings to ensure integrity of compartmentation.</i></p> | <ul style="list-style-type: none"> • NO, although the stage ceiling needs some repairs. | |
| 3.2 | <p>Are all doors, self-closing, fitting tightly to the frame and in good condition?</p> <p><i>Check the integrity of all doors and frames, intumescent strips/smoke seals; are there any doors that are not fire doors; that self-closures operate correctly; this is particularly important for doors opening on to escape routes. Inspections should be carried out periodically and the results recorded in the fire logbook</i></p> | <ul style="list-style-type: none"> • YES | |
| 3.3 | <p>Is fire resisting glass in good condition and unobscured?</p> <p><i>Check that glass is not cracked, that there are no obstructions to aid visual checks and that there are no flammable objects that radiated heat can come into contact with</i></p> | <ul style="list-style-type: none"> • NO FIRE RESISTING GLASS | |
| 3.4 | <p>Are the boiler rooms, electrical cupboards secure and stairwells free from any flammable storage items?</p> <p><i>Check these rooms should not be used for any other purpose, e.g.: storing of materials</i></p> | <ul style="list-style-type: none"> • Yes and regularly checked | |

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|------|--|---|---------------------------------------|
| 3.9 | <p>What are the control measures for ensuring that oil/petrol/LPG tanks comply with current standards?</p> <p><i>Consider in terms of bunding, distance from buildings and escape routes; appropriate impact protection; free from combustible materials</i></p> | <ul style="list-style-type: none"> The tank is fenced at locked at all times. This has been renewed recently and complies with current legislation | |
| 3.10 | <p>Is wooden decking used on external balconies and are there any combustible materials located on balconies which could support the spread of a fire?</p> <p><i>Consider if a fire could start on any balcony or if any combustible materials (decking / storage of materials) could contribute to the external flame spread to the building.</i></p> | <ul style="list-style-type: none"> No | |
| 3.11 | <p>Would the external make-up of the building (Aluminium Composite Material Cladding etc.) support the external flame spread up the outer face of the building?</p> <p><i>Consider in terms of the external make-up of the buildings structure, there not being any voids (gaps) which can act as a funnel to enhance fire spread!</i></p> | <ul style="list-style-type: none"> No | |
| 3.12 | <p>Are solar panels fitted - where are the high-risk areas contained in the system and could they obstruct evacuation routes?</p> <p><i>Consider the servicing and maintenance regime and lay-out of the whole system, does the system detect electrical faults or fires</i></p> | <ul style="list-style-type: none"> No | |

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| | | Normally there should be at least two escape routes. Single escape routes are acceptable where there are fewer than 60 people or where travel distances are small | |
| 4.4 | Are there any doors on the escape routes that do not open in the direction of escape? | <ul style="list-style-type: none"> • No | |
| | | All doors on escape routes (where over 60 people use them) should open in the direction of travel and ideally be fitted with a safety vision panel | |
| 4.5 | How do you manage any combustible materials that are in escape routes? | <ul style="list-style-type: none"> • | |
| | | Control measures might be display boards being covered, staggered, coats etc being kept away from sources of heat; constant observation; smoke detection | |
| 4.6 | How do you manage the inspection of the site and how do you ensure exits are kept clear? | <ul style="list-style-type: none"> • A full site walk by the responsible duty person on the committee for that week | |
| | | There should be a thorough physical examination of the site. See Fire Safety Checklist | |
| 4.7 | Are final exit doors protected to prevent unauthorised access? | <ul style="list-style-type: none"> • yes | |
| | | What is the securing mechanism, a key should not be involved in opening final exits, think about push bars | |

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| | <p>Detection systems usually contain smoke or heat detectors - smoke detectors in corridors and offices, heat detectors where cooking or dusty atmospheres are present. Is there a plan to show where detectors are located and if they are individually numbered that these numbers are known and correspond with the fire alarm panel</p> | | |
| 5.3 | <p>What provisions are in place where the alarm cannot be heard and how would the hearing impaired be warned?</p> | <ul style="list-style-type: none"> A green light flashes and all the signs are visible in the dark | |
| | <p>Sweeping system; fire wardens, the use of 'buddies' or flashing alarm lights, pagers etc</p> | | |
| 5.4 | <p>What system is in place for the servicing and maintenance of the fire detection systems are working and how are any remedial findings (from inspections) actioned?</p> | <ul style="list-style-type: none"> Annual inspection | |
| | <p>Fire detection and warning systems should be maintained by a competent contractor.</p> | | |
| 5.5 | <p>What procedure is in place to check that call points are tested and unobstructed and how are any remedial findings (from these checks) actioned?</p> | <ul style="list-style-type: none"> Regularly tested | |
| | <p>Call points should be tested weekly in rotation and their location visible; these checks are to be recorded in the fire logbook. You shouldn't have to travel more than 45m to activate a call point and ideally one should be available on your direction of travel on your escape route</p> | | |
| 5.6 | <p>Are there any particular or unusual issues to consider?</p> | <ul style="list-style-type: none"> no | |

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| 7. EMERGENCY LIGHTING | | | |
| 7.1 | <p>What emergency lighting is provided if your premises are used during periods of darkness?</p> <p><i>There should be sufficient lighting during times of darkness for people to immediately identify the emergency routes and exits. Consider lone workers, and those staff/contractors working out of normal hours. Emergency lighting should either be backed up by battery or alternative sources such as torches</i></p> | <ul style="list-style-type: none"> All emergency lights above doors and all exits | |
| 7.2 | <p>Is emergency lighting maintained in a safe condition?</p> <p><i>There should be regimes for in-house checking and testing & maintenance by a competent contractor.</i></p> | <ul style="list-style-type: none"> yes | |
| 8. SAFETY SIGNS | | | |
| 8.1 | <p>What monitoring system is in place to ensure that escape routes and fire exits are indicated by appropriate signs?</p> <p><i>Signs that provide information on escape routes and emergency exits should have white lettering on a green background, incorporating a running man symbol and where necessary a directional arrow</i></p> | <ul style="list-style-type: none"> Regular checks, all exits are clearly marked with signs that can be visibly seen in the dark. | |
| 9. FIRE SAFETY INFORMATION | | | |

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|--|---|--|---------------------------------------|
| <p><i>During concerts/pantomimes/parent evenings/fetes etc how do people know what to do in an emergency. Arrangements need to be practiced and recorded in the establishment's evacuation plan.</i></p> | | | |
| <p>10. CO-ORDINATION</p> | | | |
| 10.1 | <p>In what way have you co-ordinated your fire safety arrangements with other responsible people working in the other building?</p> | <ul style="list-style-type: none"> • <i>n/a</i> | |
| <p><i>Fire and emergency plans should be co-ordinated with outside organisations that share your site - In shared premises employers have a duty to co-operate with other employers who may share the premises or have guest workers in your premises.</i></p> | | | |
| <p>11. TRAINING</p> | | | |
| 11.1 | <p>What is the level of your staff's fire safety training and where are the records kept?</p> | <ul style="list-style-type: none"> • <i>n/a - a committee member has had fire safety training and one member is an ex fire brigade member</i> | |
| <p><i>Adequate fire safety training must be provided to all persons depending on their levels of responsibility. Staff appointed to specific duties in the event of a fire should receive adequate information and training</i></p> | | | |
| 11.2 | <p>What fire training has science, technology or kitchen staff had?</p> | <ul style="list-style-type: none"> • <i>N/a</i> | |
| <p><i>You may consider that science, technology or kitchen staff should have some specific training on putting out small fires.</i></p> | | | |
| <p>12. REVIEW</p> | | | |
| 12.1 | <p>When do you review your fire risk assessment and plans?</p> | <ul style="list-style-type: none"> • <i>annually</i> | |
| <p><i>Fire risk assessments must be reviewed following significant changes of use, personnel, layout or structure of the building or at least annually.</i></p> | | | |

ASSESSOR'S FINDINGS - ADDITIONAL CONTROL MEASURES AND ACTIONS

| REF | LIST FINDINGS AND RECOMMENDED CONTROL MEASURES | DATE ACTION TO BE COMPLETED | BY WHOM |
|-----|--|----------------------------------|---------|
| | <p>The findings within this assessment have been put forward to assist Establishment in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Although the purpose of these findings is to place the fire risk in context, the adopted approach to fire risk assessment is subjective and therefore it is the decision of the Responsible Person(s) on how they remedy and act upon the guidance offered in this report.</p> | | |
| | <p>A new first aid box to be purchase</p> <p>----- Decision taken:</p> | <p align="center">April 2022</p> | |
| | <p>New exit signs for back door</p> <p>----- Decision taken:</p> | <p align="center">April 2022</p> | |
| | <p>Stage ceiling to be repaired</p> <p>----- Decision taken:</p> | <p align="center">Sept 2022</p> | |
| | <p>----- Decision taken:</p> | | |

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| | <p style="text-align: center;">----- Decision taken: -----</p> | | |
| | <p style="text-align: center;">----- Decision taken: -----</p> | | |

DISCLAIMER:

This Fire Risk Assessment Review is based on visual, verbal & written information generally taken in good faith at time of conversation(s) / at the time of visit(s) & within the scope of the visit(s) undertaken. Recommendations and advice are given in good faith to reduce the risk of injury to employees, students or other persons on or off your premises (to the extent that they may be affected by your business activities) and to reduce the risk of damage to property.

Should the Responsible Person(s) deem any points inadequate/unreasonable/impracticable then they should raise any issues with the Fire Risk Assessor in the first instance.

Signed Responsible Person:

Date:

The outcome of this assessment should be shared with the relevant staff. A copy of the completed assessment to be kept on file