

Client: Leybourne Parish Council
Property: Leybourne Village Hall, Leybourne

Job Reference: 128750

Appendix D

Fire Risk Assessment



Christopher Stevens

From: Leybourne Parish Clerk <clerk@leybournepc.org.uk>
Sent: 20 February 2020 11:29
To: Christopher Stevens
Cc: Matt Jeeves
Subject: leybourne occupancy numbers

Morning,

Main hall existing 150 people seated theatre style
160 people standing
120 function with tables.

Existing kitchen 3 people
Existing kitchen once enlarged 5 people
The new added kitchen 4 people

Bar existing 4 people
New bar 6 people.

New hall 75 with tables
100 people standing.

Stage 47 standing if change to meeting rooms with tables 30

Existing office 5 people (4 permanent 1 visitor)

Maria McFarlane

Mrs Maria McFarlane
Leybourne Parish Clerk
Telephone: 01732 873722
clerk@leybournepc.org.uk

We also have the following dedicated email addresses:

For the Leybourne Parish Administrator, please email: admin@leybournepc.org.uk

For Leybourne Village Hall bookings, please email: bookings@leybournepc.org.uk

For the Site Manager, please email: sitemanager@leybournepc.org.uk

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FIRE RISK ASSESSMENT

Leybourne Village Hall, Little Market Row,
Leybourne, Kent. ME19 5QL



Fire Risk Assessment

FIRE RISK ASSESSMENT

Leybourne Village Hall
Little Market Row
Leybourne
Kent
ME19 5QL

Fire Risk Assessor	Nick Holness
Date of Assessment	30 th April 2015
Client	Leybourne Parish Council
Site Contact Name	Kim Burns (Site Manager) Neil Curtis (Parish Clerk)
Person(s) responsible for premises fire safety	As above
Telephone Number	01732 873722
Email	leybourneparishclerk@live.co.uk

CONTENTS

INTRODUCTION AND SCOPE

PREMISES INFORMATION SHEET

- STEP 1** Identification of fire hazards
- STEP 2** Identification of staff or other people at risk
- STEP 3** Evaluations of the fire hazards and people at risk
- STEP 4** Emergency Plan
- STEP 5** Review

FIRE RISK CATEGORY

SUMMARY OF FINDINGS

FIRE RISK ASSESSMENT MEASURES, ACTION PLANS, RISK CATEGORIES, RESPONSIBLE PERSONS

DRAWINGS & ADDITIONAL ITEMS

1. Guidance on Installation of Fire Doors
2. As fitted Fire Alarm & Emergency Lighting Plan

DETAILS FOR CONTACT

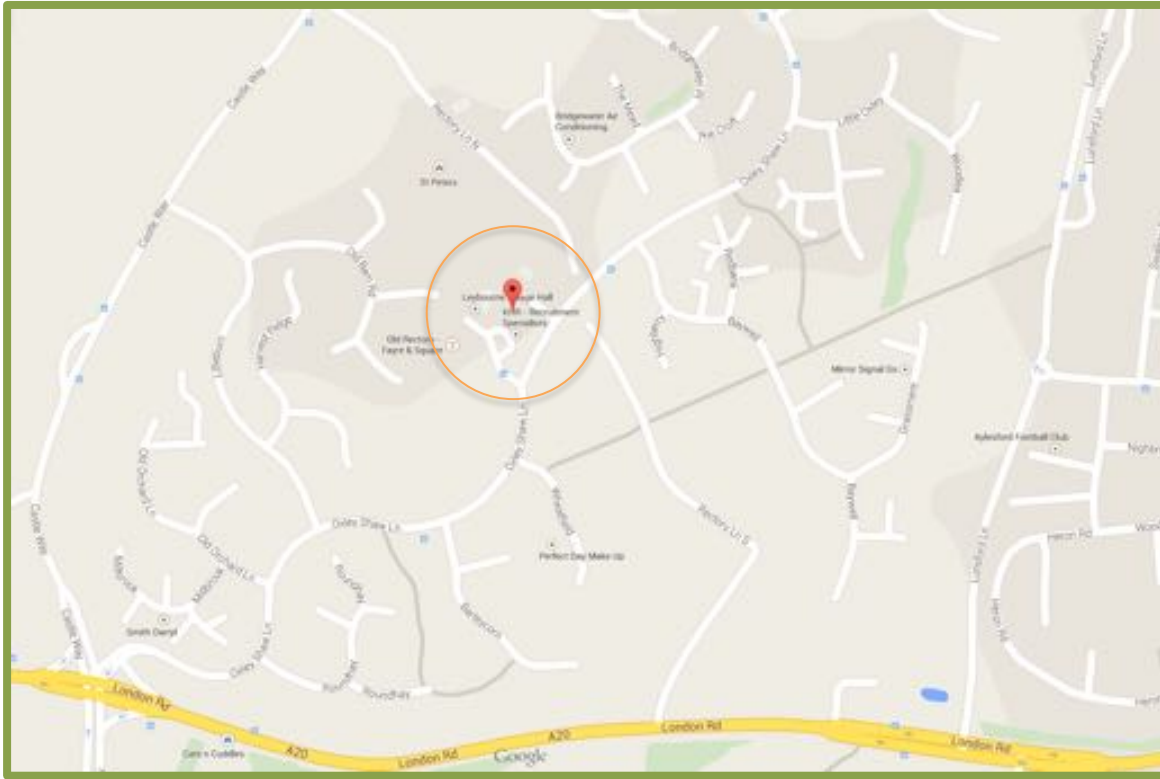
Nick Holness
CDS Fire Safety
8 Royston Road
Bearsted
Maidstone
Kent
ME15 8NS

Tel: 01732 440175
Mob: 07973 194109

Fire Risk Assessment

Location of Premises

General Area - Map View



Satellite View



Images by courtesy of Google Maps ®

Fire Risk Assessment

Legal Responsibilities Explained

What is the Regulatory Reform (Fire Safety) Order 2005?

The Government produced the Order under the Regulatory Reform Act 2001. It replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Where does this Order apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example, it applies to:

- Offices and shops,
- Premises that provide care including care homes and hospitals
- Community halls, places of worship and other community premises
- Pubs, Clubs and Restaurants,
- Tents and marquees,
- Hotels and hostels,
- Factories and warehouses

It does **not** apply to:

People's private homes, including individual flats in a block or house

Who is responsible for meeting the Order at 'The Premises'?

The Responsible Person is someone who has control of the building and/or premises, whether as occupier or otherwise, or any person delegated by the person having control of the building to be responsible for the fire alarm and the fire procedures.

Fire Risk Assessment

Legal Responsibilities Explained

What are the main legal requirements under the Order?

The Responsible Person MUST:

- Carry out a fire-risk assessment identifying any possible dangers and risks - although he/she can pass this task to some other competent person.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left.
- Take other measures to make sure there is protection if flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings.
- Review the findings when necessary. [Every 12 months is recommended or in the event of a change in the layout of the building or an incident relating to Fire Safety]

Fire Authorities no longer issue fire certificates and those previously in force will have no legal status therefore **the Responsible Person MUST:**

- Either on his/her own or with any other responsible person, as far as is reasonably practical, make sure that everyone on the premises, or nearby, can escape safely if there is a fire.
- Manage any fire risk in the building.
- Make sure that all fire precautions and maintenance routines are regularly reviewed and enforced.

Having completed the above, the Responsible Person will still be responsible, in law, for meeting the requirements of the order.

Fire Risk Assessment

Legal Responsibilities Explained

The Responsible person MUST:

- Appoint one or more competent* persons, to carry out a Fire Risk Assessment.
- Provide his employees of the building with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures he has taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult the employees about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions

Children

If there is a child [person under 18] employed on the premises, the Responsible Person MUST provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

Non-employees / Contractors

The Responsible Person MUST:

- Inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises
- Co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks found and how he will seek to reduce/control those risks which might affect the safety of their employees

**A competent person is someone with enough training and experience or knowledge and other qualities to be able to carry out an effective risk assessment in relation to hazards and risks associated with Fire and Fire Safety*

Fire Risk Assessment

Legal Responsibilities Explained

Outside Organisations

The Responsible Person MUST:

- Provide the employer of any person from an outside organisation who is working in the building [e.g. an agency providing temporary staff] with clear and relevant information on the risks to those employees and the preventive and protective measures taken.
- Also provide those employees with appropriate instructions and relevant information about the risks to them.
- Ensure that the requirements of the Order are complied with in those parts over which you have control.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information if there were to be any dangerous substances held on the premises.
- Provide appropriate information, instruction and training to the employees, during their normal working hours, about fire precautions in their workplace, when they start working and from time to time throughout the period they work for at the premises
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

Employees Duties

Employees MUST co-operate with **the Responsible Person** to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk

Fire Risk Assessment

INTRODUCTION AND SCOPE

Leybourne Village Hall, Little Market Row, Leybourne, Kent. ME19 5QL

Limited to access where available. Certain assumptions have been made based on the findings of accessible areas.

This report constitutes the Fire Risk Assessment, as required by the Regulatory Reform (Fire Safety) Order 2005 (Statutory Instrument No.1541 dated 08.06.05).

The Assessor has used professional expertise and judgement in carrying out this Assessment and in the preparation of the Report. The recommendations made represent an assessment of the minimum standards considered necessary for the safety of Relevant Persons. It should be borne in mind however that an assessment is open to individual interpretation, and as such, an Enforcement Officer (see Article 25 of the Order) may express a different view. The assessment is limited to those areas to which access was possible at the time of assessment.

Information for completion of the assessment was obtained by physical inspection of the premises, inspection of records and drawings (where available) and discussions with members of staff.

NB: Should any alterations take place within the building, or the document is considered to be no longer valid, a review of this Fire Risk Assessment should be undertaken. It is suggested that outside of this a review should be undertaken at 12-month intervals.

Description of premises with information on level of perceived management and risk:

(To include key information such as age, constructional details, dimensions, number of floors and basements, stairs and lifts provided, fire safety systems and features, and uses).

Building Type(s)

0.10	Mixture of Brick & Block with Metal Sheet Roofing
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Number of Floors including Basement(s)

0.11	One floor
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Approximate Floor Area

0.12	400 sq. m
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Use of Premises

0.13	The property is used as a village hall with local parish offices, plus a long-term lease to a Day Nursery Group. Consideration also for casual hirers of the hall for varying events and activities
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Number of Staircases (Internal & External)

0.14	None
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Number of Lifts

0.15	None
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Brief Description of Fire Safety Systems Installed

0.16	Conventional Fire Alarm. Emergency Lighting.
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Fire Risk Assessment

Other relevant information

0.17	This Fire Risk Assessment Document is being carried out upon request of <i>Leybourne Parish Council</i> . There is no previous Fire Risk Assessment in place.
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Safe Capacity Number for premises:

0.18	Ground Floor	150 Persons
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STEP 1 - IDENTIFYING THE FIRE HAZARDS

	ARE THERE SOURCES OF IGNITION WITHIN THE PREMISES?	COMMENTS
1.1	Naked flames	Cooking facilities in kitchen
1.2	Electrical sources	Electrical Installation/Office IT & Computer Equipment /Portable Appliances /Fixed Electrical Appliances/ Faulty Electrical Equipment
1.3	Mechanical sources	None Noted
1.4	Hot surfaces	Kettles/Toasters and Percolators/Oven & Hob
1.5	Acts of Nature	Lightning /Arson Attack/Vandalism

	ARE THERE SOURCES OF FUEL WITHIN THE PREMISES?	COMMENTS
1.6	Combustible materials	Furniture/Stored Paper/Waste Paper/General waste /Paper/Cardboard/ Furnishings/ Soft Furnishings/Clothing/Mail/Letters/ Seasonal Decorations
1.7	Flammable fuels	Alcohol spirits/Paint/Polishing & Cleaning Materials/Cleaning Products
1.8	Furniture	General Furniture/Desks/Chairs/Tables
1.9	Wall and ceiling linings	All Areas Generally Emulsion Paint Finished,

	ARE THERE SOURCES OF OXYGEN WITHIN THE PREMISES?	COMMENTS
1.10	Normal Atmosphere	No additional sources of oxygen noted
1.11	Cylinders/Piped	No piped or cylinder based oxygen noted
1.12	Oxidising agents	None Observed


STEP 2 - IDENTIFYING THE PEOPLE AT RISK

	Are people at risk within or outside the premises?	COMMENTS
2.1	Are employees at risk from the fire hazards?	Yes
2.2	Are others at risk from the fire hazards?	Yes – Visiting Public & Hirers to include infants who are part of the Day Nursery Hire
2.3	Are vulnerable persons at risk from the fire hazards?	Not fully known – But expected to be high within the Day Nursery Hire
2.4	Are other Relevant People at risk from the fire hazards?	Yes - Visiting Contractors & Public


Fire Risk Assessment

STEP 3 - EVALUATE AND DESCRIBE THE FIRE HAZARDS and the EXISTING CONTROL MEASURES

Full details of the existing control measures should be entered and any further should be included in the Action Plan

		COMMENTS/REMEDIAL ACTION
3.1	Does an activity involve processes such as incineration, cooking, welding, flame cutting, frictional heat or mechanical sparks?	<p>Yes – Cooking to a light scale within the provided kitchen facility.</p>  <p><i>Existing oven & hob in kitchen</i></p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.2	Does the workplace have oil or gas burning equipment that uses naked flame?	<p>No – None noted</p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.21	Is the use of portable heaters limited to those which can be considered as safe as practical which avoids the use of more dangerous types such as open vented radiated element based appliances?	<p>No Portable Heaters noted during visit</p> <p><i>The existing control measures are adequate & should be maintained and reviewed</i></p>
3.3	Is smoking effectively managed within or around the premises?	<p>Yes - No smoking policy within the building.</p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.4	Are suitable facilities for the disposal of smoking materials provided?	<p>None noted</p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.5	Are light bulbs and fittings clear of flammable or combustible materials?	<p>As far as the scope of this Fire Risk Assessment none were noted.</p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.6	Does the electrical equipment or wiring in the premises appear to be free from physical damage?	<p>No Damage Noted</p> <p><i>The existing control measures are adequate & should be maintained</i></p>




Fire Risk Assessment

3.7	Have the premises' electrical installation and associated protective devices been subject to testing or maintenance?	<p>There is no Evidence of recent certification, therefore the Electrical Installation will require to be certified to comply to the requirements of BS7671 (5 Year Periodic Check)</p>  <p>Existing electrical installation requiring certification</p> <p>The existing control measures should be considered for review</p>
3.8	Have portable items of electrical equipment within the premises been subject to test (including personal items)?	<p>No – it will be necessary for Leybourne Parish Hall to carry out PAT Portable Appliance Testing (PAT Test) for all appliances either owned or let to hirers.</p> <p>However, it shall be the responsibility of each hirer to carry out PAT testing and certification on portable electrical equipment owned or brought into the building by them.</p> <p>The current Hire Agreement issued by the Parish Council will be altered to include this responsibility of hirers accordingly.</p> <p>The Parish Council shall need to enforce this and seek evidence of such testing & verification from the hirer.</p> <p>The existing control measures should be considered for review</p>
3.9	Where electrical extension leads are in use, do the cables run where physical damage is likely to occur?	<p>None noted</p> <p>The existing control measures are adequate & should be maintained and reviewed</p>
3.10	Have measures been taken to reduce the risk of arson?	<p>Yes – But with some considerations required below.</p> <p>The building is fitted with an Intruder Alarm System & CCTV System to help reduce the risk of fire from arson.</p> <p>However - There are significant time periods when the building is unoccupied between hirers' lettings, and where there are no staff present from the Parish Council.</p> <p>This poses a significant risk from arson or general vandalism and security. <u>Adequate measures must be put in place with immediate effect to overcome this problem.</u></p> <p>Additionally consideration must be made for more CCTV cameras to be installed to the west side of the building not covered by CCTV and is considered a vulnerable area of the building.</p>



Fire Risk Assessment

		 <p><i>Side view of building showing vulnerability and seclusion</i></p> <p>The existing control measures are adequate & should be maintained with provision for the above mentioned shortfall</p>
3.11	Do the premises have any protection against acts of Nature, such as lightning strikes?	<p>None Noted</p> <p>The existing control measures are adequate & should be maintained</p>
3.12	Where dangerous substances are present on the premises, are they used and stored correctly?	<p>Yes - Paint & Cleaning materials were stored and kept within a purpose built lockable metal cabinet in the Boiler Room.</p>  <p><i>Purpose built metal cabinet in boiler room</i></p> <p>Alcohol (Spirits) are stored within the locked spirit store or within the external and separate building</p>  <p><i>Internal spirit store</i></p>

Fire Risk Assessment

		 <p>External storage shed</p> <p><i>The existing control measures are to be reviewed on a regular basis</i></p>
3.13	Are the premises free from an accumulation of combustible waste?	<p>Yes – Waste is stored externally in large purpose made bins</p>  <p>External waste bin</p> <p><i>The existing control measures are adequate & should be maintained</i></p>
3.14	Are the premises free from excessive quantities of stored or displayed combustible materials?	<p>Yes – The rear fire exit route passes through a lobby which is currently used for the storage of chairs & tables. Ideally these would be stored elsewhere.</p> <p>However providing that a clear walkway of 1.2M is maintained this practice can continue. A permanent yellow floor grid marking must be made so that the required walkway is clearly marked and left unimpeded at all times</p>  <p>Rear external double leaf doors from rear lobby</p> <p><i>The existing control measures are adequate & should be maintained with provision for the above</i></p>

Fire Risk Assessment

3.15	Where there are wall or ceiling linings, including carpets and curtains, within the premises, are they non-combustible?	Yes – We are informed that the curtains are made from Fire Retardant materials. <i>The existing control measures are adequate & should be maintained</i>
3.16	Is furniture upholstery in a satisfactory condition?	Yes <i>The existing control measures are adequate & should be maintained</i>
3.17	Is the fire loading within the premises at an acceptable level?	Yes – The Fire Loading is conducive with premises of this nature. This is based on the areas subject to access. <i>The existing control measures are adequate & should be maintained</i>
3.18	Do the premises have sources of oxygen other than that which occurs naturally?	No – There does not appear to be any other sources of oxygen <i>The existing control measures are adequate & should be maintained</i>
3.19	Are holes in fire resistant partitions (service ducts, fire compartments or flues) within the premises fire stopped to prevent the spread of fire, heat or smoke?	<p>No – The Boiler Room has a number of holes in the ceiling. These holes should be sealed and stopped with suitable fire resisting material. This room is of particular importance as it houses both the Electrical & Gas services, plus the boiler. Chemicals are also stored within a lockable cabinet located here.</p>  <p><i>Hole in ceiling of boiler room</i></p>  <p><i>Hole in ceiling of boiler room</i></p> <p>The Bar Shutter which opens into the main hall, is not fire rated, therefore consideration must be made for the lack of Compartmentation between the bar and the main hall.</p> <p>The bar is fitted with a smoke detector and so early warning of a fire condition is achieved.</p> <p>Evacuation of occupants is the primary focus of this Fire Risk Assessment and therefore the risk to occupants is minimised by the smoke detector. However the risk against the damage caused by the spread of fire & smoke is a matter of consideration beyond the scope of this Fire Risk Assessment.</p> <p><i>The existing control measures are to be reviewed</i></p>

Fire Risk Assessment

EVALUATE AND DESCRIBE THE STAFF OR OTHER PEOPLE AT RISK

		COMMENTS/REMEDIAL ACTION
3.20	Are there arrangements in place for the safe evacuation of persons who resort to the premises, work in remote areas of a workplace, work in areas of high fire risk, or visit the premises during periods outside normal working hours?	<p>No -The Parish Council shall instruct the Nursery Group (<i>who are a long term hirer</i>), to carry out and make available to them, a suitable & sufficient fire risk assessment and to further ensure that such an assessment will work in harmony with the overall fire strategy as required by the building and other users.</p> <p>This should take into account the particularities of the individuals, Infants, staff and visitors of both the Nursery Group & the Parish Council.</p> <p>This assessment should be held with the main building Fire Risk Assessment and reviewed accordingly on a regular basis.</p> <p><i>The existing control measures should be considered for review</i></p>
3.21	If persons are identified as in 3.20 above, have they received appropriate training and instruction in the emergency evacuation procedures?	<p>No – Upon completion of all Fire Risk Assessments and reviews, training will need to be given to all appropriate staff. Harmonising the Fire Strategy is crucial for the Fire Safety of ALL those present within the building at all times.</p> <p>Security & wellbeing of the Infants who form the basis of the Nursery Group is also a consideration, and therefore some thought will need to be given on achieving Fire & General Safety.</p> <p>Such a resolution may involve the installation of specialist access control & security provisions in order for the Nursery Playgroup to operate in a 'Child Safe' environment.</p> <p><i>The existing control measures should be considered for review</i></p>
3.22	Are there arrangements to ensure the safe evacuation of the premises where it is used for sleeping?	N/A
3.23	If people sleep on the premises, is there a sufficient number of trained staff to deal with an emergency?	N/A
3.24	Are evacuation arrangements for vulnerable people suitable and sufficient?	<p>Not identified – However suitable Assessments must be made by all hirers as part of the Hire Contract. This is currently documented within the hire agreement issued by the Parish Council.</p> <p><i>The existing control measures are adequate & should be maintained and reviewed constantly</i></p>
3.25	If vulnerable people are identified, is there a sufficient number of trained staff to deal with an evacuation?	<p>Not identified – But needs constant review, particularly by the Nursery who will need to address this within their own Fire Risk Assessment</p> <p><i>The existing control measures are adequate & should be maintained and reviewed</i></p>
3.26	Are the escape routes clearly identified with sufficient signage to allow for all people to evacuate the premises in the event of an emergency?	<p>Yes</p> <p><i>The existing control measures are adequate & should be maintained and reviewed</i></p>




Fire Risk Assessment

3.27	Are there sufficient numbers of trained staff to conduct an emergency evacuation?	<p>Not known – But with the regular occupancy levels of infants within the building it will be necessary to appoint sufficient persons as ‘Fire Wardens’ to successfully carry out an evacuation.</p> <p>A Fire Risk Assessment from the Nursery must identify this for it’s own purpose and will need to be checked & verified for cohesion with the Fire Strategy of the Parish Council Staff who are regularly in occupation whilst the Nursery School is in progress.</p> <p>Both groups of people must be able to evacuate safely in the event of a fire condition.</p> <p>The existing control measures should be considered for review</p>
3.28	Where necessary, is there an appropriate communication system to assist in evacuation? a Public Address or a voice activated alarm system?	<p>No – Not required</p> <p>The existing control measures are adequate & should be maintained</p>


EVALUATE AND DESCRIBE THE FIRE SAFETY ARRANGEMENTS

	Means of Escape	COMMENTS/REMEDIAL ACTION
3.29	Are the escape routes and exit widths provided within the premises, suitable and sufficient for the number of people?	<p>Yes</p> <p>The existing control measures are adequate & should be maintained</p>
3.30	Where escape routes and exit widths are provided, are they suitable and sufficient for the physical layout of the premises (45° rule, dead-end situations etc.)?	<p>Yes</p> <p>The existing control measures are adequate & should be maintained and reviewed</p>
3.31	Are all corridors and escape routes within the premises free from obstruction or other fire risks (and provided with cross-corridor doors where necessary)	<p>No – The main hall has restricted access across the floor whilst the Nursery Group are in occupation due to the layout of toys, chairs and Nursery Group equipment.</p> <p>Consideration for a clear and unobstructed path must be made during <u>all</u> occupation times, as this is not only a means of escape for the Nursery Group, but also for the Parish Council and its visitors.</p> <p>Routes to the side main hall fire exit doors rear hall door to rear lobby must be clear, with a minimum width of 1.2 Metres.</p> <p>Without this it is likely than in a smoke filled room, persons will likely trip or cause a ‘bottleneck’ trying to escape past obstacles of which will cause a trip hazard or obstruction.</p> <p>An escape route can be achieved with minor alterations to the current layout and will give a greater degree of safety.</p> <p>The exact layout will need to be discussed and identified to suit both the Nursery Group and the Parish Council staff.</p>

Fire Risk Assessment

		 <p>Photograph 1 of Nursery Group layout in main hall</p>  <p>Photograph 2 of Nursery Group layout in main hall</p>  <p>Photograph 3 of Nursery Group layout in main hall</p> <p>The existing control measures should be considered for review</p> <p>Yes – However, the rear fire exit door from the rear main hall lobby leads back around the hall towards the front side gate.</p> <p>This route is excessive and passes close to the building along its entire length and is further compromised by floor mounted Air Conditioning Units on the pathway, which is already narrow.</p>
3.32	Do all exits within the premises lead to a place of reasonable or total safety?	<p>The existing control measures should be considered for review</p> <p>Yes – However, the rear fire exit door from the rear main hall lobby leads back around the hall towards the front side gate.</p> <p>This route is excessive and passes close to the building along its entire length and is further compromised by floor mounted Air Conditioning Units on the pathway, which is already narrow.</p>

Fire Risk Assessment

	<p>An alternative Fire Exit Route should be identified which does not pass close to the building and is shorter in length, with an increased width of 1.2 Metres.</p> <p>This can be achieved by forming a gate within the current fence along the right hand side of the building leading onto the public footpath. This could be formed between existing external storage buildings at the rear of the village hall.</p> <p>In this way the route will pass well away from potential the danger and the effects of fire and smoke when passing too close to the building.</p> <p>It will be necessary to provide a suitable concrete or similar path of 1.2 Metres width and adequate fencing to guide persons towards the proposed new Fire Exit.</p> <p>Signage & Emergency Lighting will need to be considered as part of the scheme.</p> <p><i>In the short term a Fire Escape Route is currently in use that does travel along the side of the building from the rear exit doors towards the front side gate.</i></p> <p><i>Although this is not recommended it is recognised that this is a <u>short term measure</u>; Therefore the temporary installation of a plastic fence and stakes as used by the Nursery Group to limit the movement of the Playgroup must be removed and replaced with a means of egress without the need to manually remove them as this impedes the Fire Escape Route.</i></p>  <p><i>Photograph of Plastic Fencing with stakes on temporary Fire Escape Route</i></p>
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Fire Risk Assessment



Photograph 1 of Current narrow Fire Escape Route



Photograph 2 of Current narrow Fire Escape Route




Photograph 1 of proposed Fire Escape Route



Photograph 2 of proposed Fire Escape Route

The existing control measures should be considered for review

Fire Risk Assessment

3.33	Are distances of travel within the premises suitable and sufficient to allow for all people to evacuate safely (including inner-rooms)?	<p>No – The rear Fire Escape Route is too long and considerations for the recommendations in 3.32 above are required.</p> <p><i>The existing control measures should be considered for review</i></p>
3.34	Are the fire doors within the premises suitable and sufficient and fitted where necessary with intumescent strips and smoke seals?	<p>No – Most of the existing doors within the premises require remedial works to them in order to ensure they are 30 Minute Fire Rated.</p> <p>Generally, All doors leading onto the Fire Escape Routes should be 30 Minute Fire Rated and fitted with Self Closing Devices, Fire Rated Hinges & Intumescent Strips and Vision Panels where necessary. All such doors should close and fit correctly to hold back the effects of Fire & Smoke for 30 Minutes.</p> <p>Whilst ALL doors leading onto the Fire Escape Route should be 30 Minute Fire Rated, it is deemed that the following doors are considered as preferential and upgraded in advance of other doors.</p> <ol style="list-style-type: none"> 1. Double leaf doors to main hall from foyer 2. Single leaf door from reception office to foyer 3. Single leaf door from foyer to cloakroom 4. Double leaf stable type door from kitchen to main hall 5. Single leaf door from rear of main hall to rear lobby 6. Single leaf door from boiler room to side lobby 7. Single leaf door from foyer to ladies W.C. 8. Single leaf door from foyer to Gents W.C. 9. Single leaf door from kitchen to side lobby (Staff area) <p><i>The existing control measures should be considered for review</i></p>
3.35	Where self-closing devices are provided on fire doors, are they in working order?	<p>No – ALL the internal doors leading onto the Fire Escape Route are to be fitted or upgraded as per 3.34.</p> <p>The double leaf doors leading from the foyer to the main hall were noted as being held open during occupancy by the Nursery Group.</p> <p>These doors must remain closed at all and fitted with a door-closing device such as a spring door closer.</p> <p>If these doors are to be kept open during occupancy, then this can be achieved only by installing a purpose made door hold open device such as a Briton 996 Door Closing Device. This would be fitted such that it will hold open the door during normal times but be linked to the Fire Alarm so that they can be released to close in the event of a fire condition.</p>  <p><i>Photograph 1 of existing double leaf doors from foyer to main hall</i></p>

Fire Risk Assessment



Photograph 2 of existing double leaf doors from foyer to main hall



BRITON 996 Door Closer that could be considered for the double leaf doors above

The door to the kitchen from the main hall is a Stable type door. This has been noted in this report as requiring upgrading to 30 Minute Fire Rated.

Currently there is no means of closing the door automatically and consideration is needed over the feasibility of this door and its requirement to be a Stable type door.



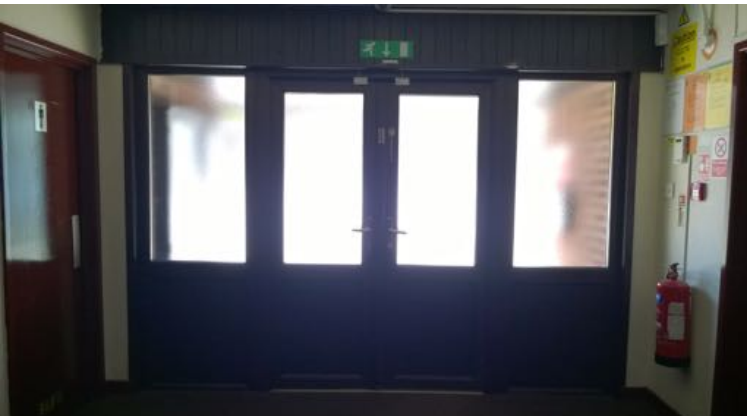
In any event this door should protect and give fire Compartmentation in a Fire Condition between the kitchen and the main hall.



Kitchen to Main Hall Stable Type Door

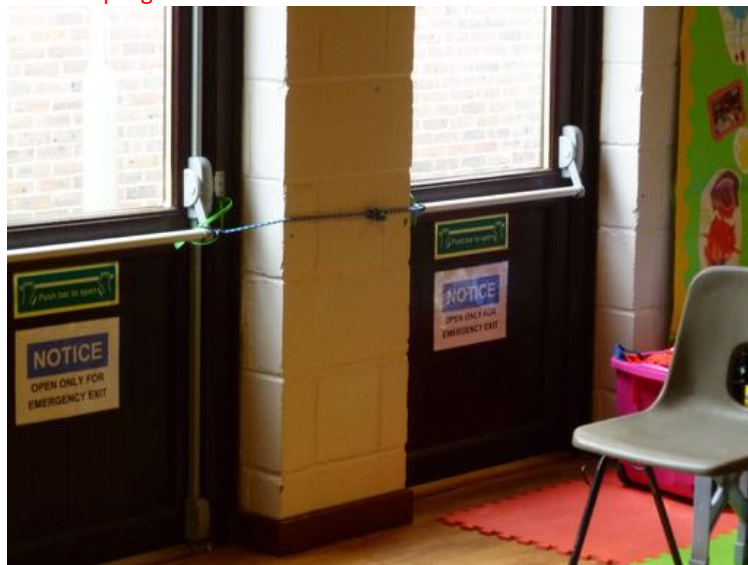
The existing control measures should be considered for review

Fire Risk Assessment

3.36	Are the internal fire doors of the premises indicated with the appropriate signage?	<p>No – ALL the internal doors leading onto the Fire Escape Route are to be fitted with 'Fire Door' Signage.</p> <div data-bbox="678 291 1284 638">  </div> <p><i>Typical Fire Door Signs</i></p> <p>The existing control measures should be considered for review</p>
3.37	Do the doors used for means of escape from the premises, open in the direction of travel, where necessary?	<p>Yes-</p> <p>The existing control measures are adequate & should be maintained</p>
3.38	Are doors used for means of escape from the premises provided with suitable fastenings that can be easily and immediately opened without the use of a key?	<p>No - During occupation of the Nursery School, the Fire Exit Route doors are compromised by the presence of security measures as follows: -</p> <ol style="list-style-type: none"> 1. Front entrance door bolted via a safety chain bolt whilst Nursery School in progress <div data-bbox="678 1097 1045 1310">  </div> <div data-bbox="678 1344 1428 1758">  </div> <p><i>Security bolt on main foyer entrance door</i></p> <p>This must be removed and replaced with an alternative security and control measure, which will allow totally free egress with minimal human intervention in the event of a fire condition.</p> <p>An electronic lock release or Magnetic Lock could be considered with a Video or Door Entry System.</p>

Fire Risk Assessment

2. Main Hall side Fire Exit Doors are tied together with the use of an expandable hook strap whilst Nursery School in progress



Two Fire Exit Doors in Main Hall with elastic strap fitted

This strap must be removed. To allow totally free egress with minimal human intervention in the event of a fire condition at ALL times.

3. The main hall door to the rear lobby is fitted with a child gate whilst Nursery School in progress. This must be removed and replaced with an alternative control measure. This exit forms part of the Fire Escape Route and must allow totally free egress with minimal human intervention in the event of a fire condition at ALL times. Alternative security and control measures will need to be considered by the Nursery.
4. The side gate at the front of the building on the left hand side is locked during occupation of the Nursery Group. This practice must cease in the short term as this is currently deemed as a Fire Exit Route. This route is currently under review for a new improved route (See 3.32)




Side gate showing Padlock bolt

The existing control measures should be considered for review

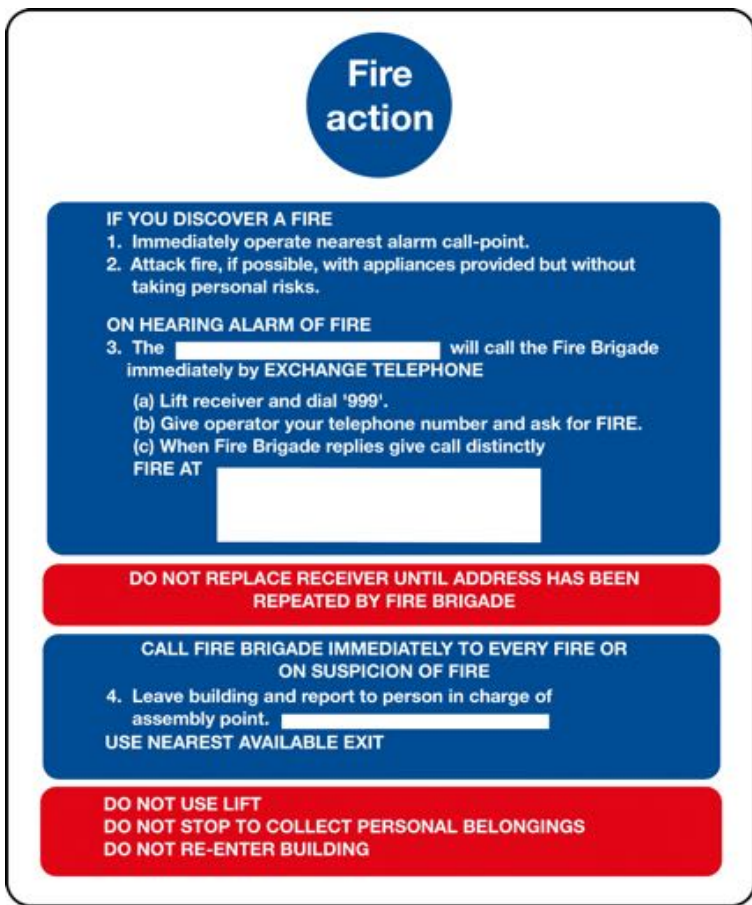
Fire Risk Assessment

3.39	Are the floor surfaces on all escape routes free from trip or slip hazards?	Yes <i>The existing control measures are adequate & should be maintained and reviewed</i>
3.40	Is the fire exit and directional signage within and outside of the premises suitable, sufficient and clearly visible?	Yes – External escape route signage will be required as part of the proposed new external Fire Escape Route <i>The existing control measures are adequate & should be maintained and reviewed with provision for the above</i>
3.41	Is emergency escape lighting provided for the premises and if so, is it suitable and sufficient?	Yes <i>The existing control measures are adequate & should be maintained and reviewed</i>
3.42	Where emergency escape lighting is sited within the premises, is it subject to a suitable and sufficient system of maintenance and test?	Yes <i>The existing control measures are adequate & should be maintained and reviewed</i>
3.43	Is Fire Service access to the premises suitable and sufficient?	Yes <i>The existing control measures are adequate & should be maintained</i>
3.44	Are the Fire Service facilities and controls clearly visible, suitably indicated and unobstructed?	None noted
3.45	Are Fire Service facilities and controls within the premises subjected to a suitable system of maintenance?	None noted
	Fire fighting equipment	COMMENTS/REMEDIAL ACTION
3.46	Is the provision of fire equipment, including specialist equipment for specific hazards, suitable for the hazards and risks?	None Noted
3.47	Where provided within the premises, are fire extinguishers or fire blankets suitably located and available for use?	Yes <i>The existing control measures are adequate & should be maintained</i>
3.48	Has portable fire-fighting equipment provided within the premises been subjected to a suitable and sufficient system of maintenance?	Yes <i>The existing control measures are adequate & should be maintained</i>
3.49	Do the premises have any type of fire suppression system?	None Noted
3.50	Is the suppression system subject to a suitable and sufficient system of maintenance?	N/A
3.51	Is the siting and coverage of any existing fire suppression system suitable and sufficient?	N/A
3.52	Detection and Warning Do the premises have a method of detection and giving warning in case of a fire?	Yes <i>The existing control measures are adequate & should be maintained</i>

Fire Risk Assessment

3.53	Is this method of detection and warning within the premises considered suitable and sufficient?	<p>Yes – However an additional smoke detector is required to be installed within the spirit store adjacent to the main bar area. This area has a significant risk which includes the presence of flammable spirits</p>  <p><i>View of Spirit Store</i></p> <p>The existing control measures are adequate & should be maintained with provision for the above</p>
3.54	If the detection and warning system is electronic in operation, can the alarm be raised without anyone being placed at risk from fire?	<p>Yes</p> <p>The existing control measures are adequate & should be maintained</p>
3.55	If fire alarm break glass call points are provided as part of an electronic fire alarm system, are they clearly visible, suitably indicated and unobstructed?	<p>Yes</p> <p>The existing control measures are adequate & should be maintained</p>
3.56	If the detection and warning system is electronic in operation, are the audible / visual warning devices considered suitable and sufficient?	<p>Yes</p> <p>The existing control measures are adequate & should be maintained</p>

Fire Risk Assessment

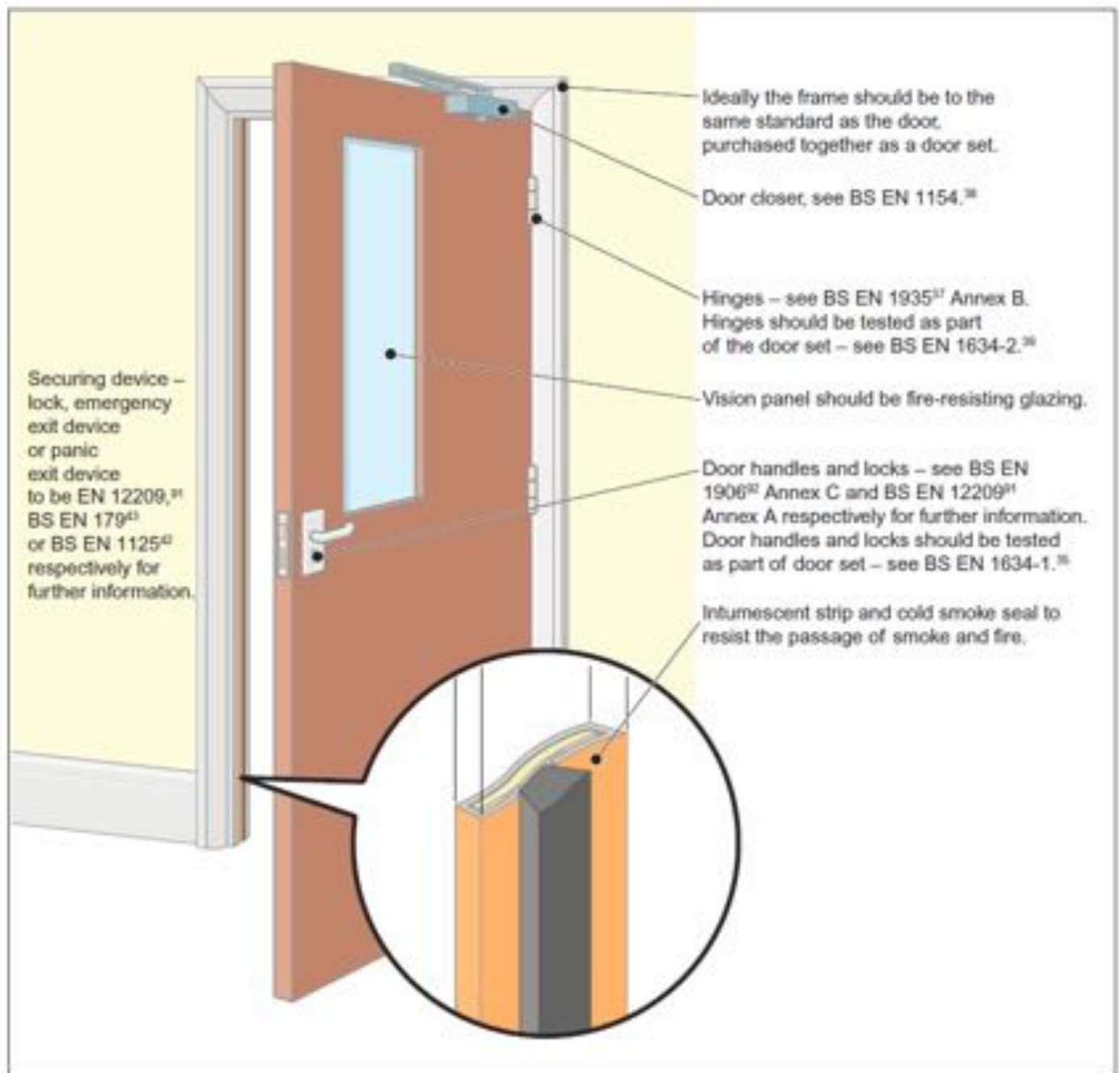
3.57	If the detection and warning system is electronic in operation, are automatic fire detectors installed, and are they suitable and sufficient?	Yes - With provision for additional smoke detector as per above in 3.53 <i>The existing control measures should be considered for review</i>
3.58	Are there detection and warning test and maintenance records available that meet the criteria laid down within the current British Standard (or equivalent)?	Yes <i>The existing control measures are adequate & should be maintained</i>
3.59	Are comprehensible fire action notices provided in key locations throughout the premises?	No – A new Fire Action Notice is to be produced and displayed in prominent positions within the building.  <i>Sample Fire Action Notice</i> <i>The existing control measures should be considered for review</i>
3.60	Training Have a sufficient number of staff been appointed as Fire Wardens, and received the appropriate training in evacuation procedures and duties?	No – Additional Fire Wardens may be required within the building in order to successfully carry out a Fire Escape Plan. Further consideration is required following a Fire Risk Assessment from the Nursery Group. <i>The existing control measures should be considered for review</i>
3.61	Do staff receive training in the importance of good housekeeping and preventive fire safety procedures?	Yes <i>The existing control measures are adequate & should be maintained</i>

Fire Risk Assessment

3.62	Can it be established that a Fire Evacuation Drill has been carried out within the last six months?	<p>No – A Fire Drill will need to be carried out and the sequence and findings documented accordingly.</p> <p>Additionally a single muster point must be decided upon so that ALL occupants collect at a single position in the event of a fire.</p> <p><i>The location of this position must be written on the new proposed Fire Action Notice located at prominent positions in the building</i></p> <p><i>The existing control measures should be considered for review</i></p>
3.63	Is specific training given to staff that use dangerous substances and/or sources of heat?	<p>Currently dealt with by staff locally although no dangerous substances exist.</p> <p><i>The existing control measures are adequate & should be maintained and reviewed</i></p>
3.64	Are procedures in place to ensure that contractors and maintenance workers receive suitable and sufficient fire safety information, and are effectively controlled?	<p>No</p> <p><i>The existing control measures should be considered for review</i></p>
3.65	Are records of induction and refresher training for staff available?	<p>No</p> <p><i>The existing control measures should be considered for review</i></p>
3.66	Emergency Plan Has an appropriate Emergency (evacuation) Plan been prepared? (Is it based on the recommendations outlined in Step 4?).	<p>No</p> <p><i>The existing control measures should be considered for review</i></p>

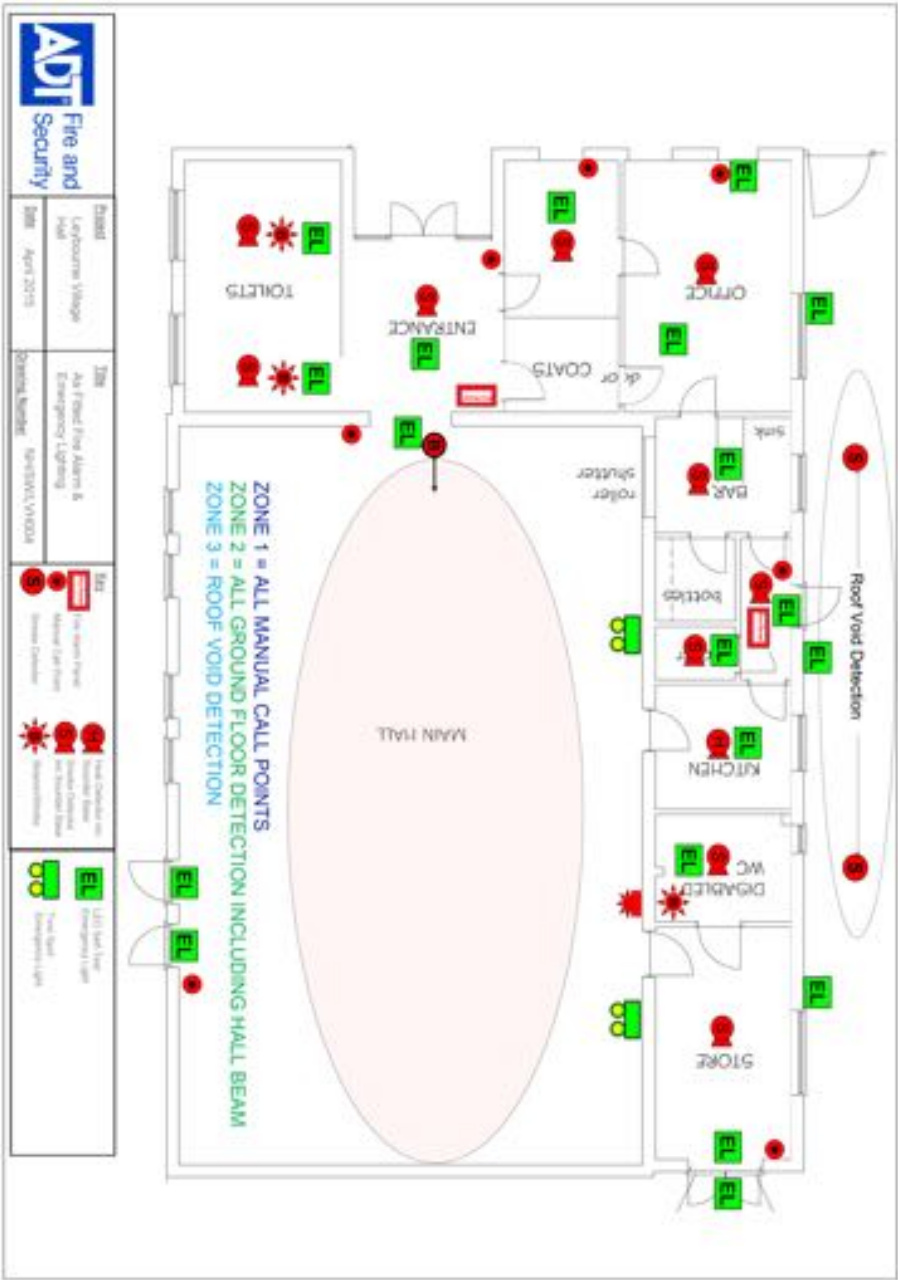
End of Written Report

Guidance on Installation of Fire Doors



Fire Risk Assessment

As Fitted Fire Alarm & Emergency Lighting Layout Plan



Fire Risk Assessment

THE EMERGENCY PLAN

An Emergency Plan is necessary to ensure everyone is aware of the actions to be taken in the event of an alarm of fire.

It is recommended that the following information is included in the Emergency Plan for the premises.

4.1 Ensure that 'employees' and 'residents' are fully aware of the actions to be taken if they discover a fire. This information can be found on the Fire Action Notices, which should be displayed throughout the workplace, and supplemented by on-going staff and fire warden training.

4.2 Ensure that staff and residents are aware of the fire detection and warning methods, and the nature of warning given that will require the evacuation of the premises e.g. single stage or two stage alarm incorporating manual call points and electronic sounders.

4.3 Ensure that information is provided on how the premises should be safely evacuated e.g. location of escape routes, 'leave personal belongings' etc.

4.4 Ensure that the location of the Assembly Point is made known to all staff and residents and reinforced by on-going training (Where possible), including the participation in routine fire evacuation drills.

4.5 Ensure that Staff, residents and designated Fire Wardens are made fully aware of their responsibilities during an evacuation. Residents & Staff should be aware of the procedures to be followed at the Assembly Point.

4.6 Ensure that information is provided to all residents & staff detailing the primary escape routes from each storey and the premises as a whole.

4.7 Ensure that the locations of the fire fighting equipment provided within the premises are made known to all residents & staff, particularly those who have been trained in its operation. The exact position of all fire fighting equipment can be indicated on a Fire Plan and supplemented by on-going resident, staff and fire warden training.

4.8.1 Ensure that all persons who have special responsibilities in the event of fire, Residents, Fire Wardens, their Deputies and the appointed Assembly Point Controller are made fully aware, preferably in writing, of their duties and the procedures to be followed during an evacuation.

4.9 Ensure that procedures are in place that detail the arrangements to be followed when evacuating any people who are identified as being at greater risk. People considered to be at greater risk include disabled occupants, occupants with learning disabilities, those people with language barriers, deaf people and those who work in remote areas of the premises/workplace, or during periods outside normal working hours (staff or residents visitors).

4.10 Ensure that any machines/processes/power supplies, which need to be isolated, and the procedures to be followed in the event of an alarm, are made known to the relevant staff or residents.

4.11 Ensure that any specific evacuation procedures for identified areas of high fire risk, the people who may work there or have cause to visit there, are made known to the relevant staff or residents where appropriate.

4.12 Ensure clear written instructions are provided to those members of staff or residents who are designated and responsible for calling the Fire Service in the event of an alarm. The procedures should detail how to call the Fire Service and the information that should be given to aid the response.

4.13 Ensure that the procedures detail the person (Where relevant) who will be required to liaise with the Fire Service on their arrival, the person who will act as Assembly Point Controller, and the relevant duties of both these roles.

Fire Risk Assessment

STEP 5 – REVIEW

This Fire Risk Assessment should be reviewed on a regular basis. The Regulatory Reform (Fire Safety) Order 2005, Statutory Instrument 1541, states that reviews should occur when the document is no longer valid or when a significant change or alteration to the premises are to, or have taken place. A review is an examination of the premises and the people that resort to it, to ensure that the Responsible Person continues to comply with their duties within this legislation.

If the review reveals that the assessment is in need of revision then this should be undertaken as soon as possible.

Fire Risk Assessment

YOUR FIRE RISK CATEGORY for YOUR premises is categorised below

The following fire risk category is considered appropriate for these premises **deemed as TOLERABLE**

Categories Explained

~~**Unacceptable Risk** Major Improvements in risk control measures are required. Risks should be reduced to a tolerable or acceptable level by hazard reduction measures as an urgent matter. A specified time frame should be utilised to ensure work necessary is carried out no matter what the cost.~~

Tolerable Risk These risks, whilst at a level that is controlled, should be further reduced to an acceptable level by means of additional risk control measures. The cost benefit of the hazard reduction should be assessed and the identified measures should be allocated a time frame to be completed. Existing control measures should be maintained.

~~**Acceptable Risk** These risks should be maintained at this level and wherever possible lowered further, if costs allow.~~

The following risk ranking system is used to determine both evaluated and residual risk. By reading across the page the risk as it is can be associated and once recommended control measures are in place the residual risk can be re-calculated.

Risk = likelihood x Severity and is expressed in terms as:

Unacceptable	8-12
Tolerable	3-6
Acceptable	1-2

Likelihood of Fire: -

- 1 = Highly improbable or very seldom occurs
- 2 = Possible or occurs occasionally
- 3 = Likely or almost certain to occur

Severity if Fire Occurs: -

- 1 = Slight damage or harm
- 2 = Moderate damage or harm
- 3 = Considerable damage or harm
- 4 = Extensive damage or harm

	SEVERITY			
LIKELIHOOD	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12

Fire Risk Assessment

SUMMARY OF FINDINGS

FIRE RISK ASSESSMENT MEASURES, ACTION PLANS, RISK CATEGORIES

MEDIUM TERM MEASURES. Ideally Within 3 months

Action Required	Risk Rating	Responsible Person
1. Carry out PAT Testing to All Appliances (Parish Council & Hirers) and obtain Electrical Installation Certificate for Electrical Installation (3.7, 3.8)	(1 x 3 = T)	Kim Burns / Nursery
2. Consider & improve Fire Risk from Arson during unmanned times and improve CCTV coverage (3.10)	(2 x 2 = T)	Kim Burns
3. Mark out floor of rear hall lobby area to ensure tables & chairs remain close to walls leaving a clear space of 1.2 Metres (3.14)	(1 x 3 = T)	Kim Burns
4. Seal all holes in boiler room ceiling to stop spread of Fire & Smoke (3.19)	(2 x 2 = T)	Kim Burns
5. Obtain a Fire Risk Assessment from Nursery Playgroup and harmonise with Parish Council Fire Strategy & consider improvements and training requirements. Ensure there are enough staff to permit a Fire Evacuation (3.20, 3.21, 3.27, 3.60, 3.62)	(2 x 2 = T)	Kim Burns / Nursery
6. Clear & improve Fire Exit Route through the main hall during occupation by the Nursery Group (3.31)	(1 x 3 = T)	Kim Burns / Nursery
7. Re configure the rear external Fire Escape Route to the side of the building to include fencing, pathway, Emergency Lighting & Signage (3.32, 3.33)	(1 x 3 = T)	Kim Burns
8. Remove security bolt from foyer door & remove padlock bolt from side gate during all occupation times. Remove strap between the two side main hall fire exit doors. Remove Child gates to kitchen & rear hall door to rear lobby. (3.38)	(1 x 3 = T)	Kim Burns / Nursery
9. Install additional Smoke Detector in spirit store adjacent to bar (3.53)	(2 x 2 = T)	Kim Burns
10. Check ALL Fire Doors for correct operation & fit Intumescent Strips etc. as per report. Fit Fire Door Signage. (3.34, 3.35, 3.36.)	(2 x 2 = T)	Kim Burns
11. Produce and fit updated fire action notices in prominent positions (3.59)	(1 x 3 = T)	Kim Burns
12. Ensure contractors are given Fire Safety induction (3.64)	(1 x 3 = T)	Kim Burns
13. Draw up an Emergency Plan and record (3.66)	(1 x 3 = T)	Kim Burns

END OF REPORT

Fire Risk Assessment

Notes Page

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