



Fire Risk Assessment Cotswold District Council Moreton Area Centre

REGULATORY REFORM (FIRE SAFETY) ORDER 2005
Building Regulations 2000, Approved document B

PREMISES: Moreton Area Centre, Compton House, High Street, Moreton in Marsh, GL56 0AZ

Area(s) to which assessment relates: Moreton Area Centre.

Tenants in Compton House are responsible for carrying out fire risk assessments for the area they occupy.

RESPONSIBLE PERSON: Nigel Adams, Head of Paid Services

DATE OF ASSESSMENT: 20/10/2017

ASSESSMENT CARRIED OUT BY: Katrin Richardson GO SHARED SERVICE

DATE OF PREVIOUS ASSESSMENT: 17/08/2016
(Where applicable):

LATEST DATE BY WHICH
ASSESSMENT SHOULD BE REVIEWED: Annually or when there are significant material alterations
to the building or change of use

The Submission of this report constitutes neither a warranty of future findings by GO SHARED SERVICES nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based in part on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

For and on behalf of GO SHARED SERVICES

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Mark Lane – Health, Safety and Welfare Manager

The purpose of a Fire Risk assessment is to identify:

- Hazards which pose a risk of fire within the workplace
- Features of the workplace which could place employees at risk in the event of a fire
- Measures which can be put in place to reduce or eliminate those risks

FIRE SAFETY POLICY

This Building is subject to a Fire Safety Policy (VI – 2015)

THE BUILDING

Number of Floors: 2

Brief details of construction: brick, block (with plaster finish), ceramic tiles, timber, glass

Use of Building: Offices / Tourist Information Centre

OCCUPANTS

Approximate maximum number: approx. 10 members of staff (incl. tenants Cotswold friends) / + visitors

OCCUPANTS AT SPECIAL RISK

Sleeping occupants: 0

Disabled occupants: 0

Occupants in remote area: 0

Others: 0

FIRE RISK ASSESSMENTS AND LICENCES

- Has the property had a full Fire Risk Assessment in the last 3 years? Yes
- Does the building hold a premises licence? No
- Does the building hold any other relevant licences e.g. Theatres Act, Cinematographic Act, pyrotechnics? No
- Where applicable, are all conditions of certificates/licences relating to fire safety complied with? N/A

FIRE LOSS HISTORY

No known Fire Loss History

Hazard	Yes/No	Risk Level	Recommendations/comments	Date done	Managers Signature
I. IGNITION SOURCES					
Is smoking prohibited in the building?	Yes	Low			
Smoking prohibited in appropriate areas?	Yes	Low			
Suitable arrangements for those who wish to smoke?	Yes	Low			
Any evidence of breaches of smoking policy?	No	Low			
Is a source of heat used in	Yes	Low	- Kitchenette downstairs:		

work e.g. cooking			Toaster, microwave - Kitchenette upstairs: Kettle - Kitchenette upstairs tenants: Water boiler, microwave, toaster		
Are reasonable measures taken to prevent fires as a result of cooking?	No	Med	- Kitchenette downstairs: fire blanket <u>Extinguisher recommended</u> - Kitchenette upstairs: Fire blanket - Kitchenette upstairs tenants: <u>Heat alarm, fire blanket and extinguisher recommended</u>		
Are light bulbs or fittings next to combustible materials	No	Low			
Is electrical equipment in good condition, maintained and used correctly	Yes	Low			
Is portable appliance testing carried out in accordance with company policy?	Yes	Low	Water boiler in upstairs training room (next to Registrar) requires testing.		
Are heating systems in good condition and maintained	Yes	Low			
Are portable or radiant heaters used?	Yes	Med	Staff needs to be advised not to cover portable heater		
If portable heaters are used, are suitable measures taken to minimize the hazard of ignition of combustible materials?	Yes	Med	Heater in good condition (visible inspection only). Requires PAT testing		
Does the building have a lightning protection system?	No	Low	2 storey building		
Any other ignition sources	No	Low			
2. ARSON MANAGEMENT					
Is there a potential for arson?	Yes	Low			
Basic security against arson by outsiders appears reasonable?	Yes	Low	- site tidy - no combustible material on site - security system, smoke alarm and firefighting equipment checked regularly		
3. INTRODUCTION OF EXTERNAL HAZARDS					

Is there a Hot Works Permit in place covering any activity which will produce sparks, heat or flames?	Yes	Low			
Is the Hot Works Permit system communicated to all contractors as required?	Yes	Low			
Is the Hot Works Permit system reviewed on a regular basis?	Yes	Low			
4. COMBUSTIBLE MATERIALS					
Are combustible materials stored in a safe location	Yes	Low	Cleaning products stored in cleaner's cupboard, needs to be locked		
Combustible materials appear to be separated from ignition sources	Yes	Low			
Avoidance of unnecessary accumulation of combustible materials or waste	Yes	Low			
Do walls / ceilings have combustible coverings	No	Low			
Are there other combustible items that pose a significant risk	No	Low			
Are flammable substances used or stored in the workplace	Yes	Low			
Appropriate storage of hazardous/flammable materials?	Yes	Low			
Is combustible waste correctly managed	Yes	Low			

5. PEOPLE AT RISK					
Do employees work in high areas of risk	No	Low			
Can all employees react quickly to a fire or an alarm	Yes	Low			
Do employees work alone or in remote areas	No	Low			
Are all persons made aware of the emergency procedures e.g. visitors	Yes	Low			
Can large numbers of people who are unfamiliar with the premises be present	Yes	Med	Emergency plan covers visitors. evacuation would be led by CDC staff		
Are any employees particularly at risk from the task they carry out	No	Low			

Are any persons with special needs at risk	Yes	Med	Access/egress for wheelchair users through the front only. Roller shutter to access front entrance closes in case of an alarm. Kerb ramp for back entrance recommended.		
6. ADVERSE STRUCTURAL FEATURES					
Does the area include any features that could promote: <ul style="list-style-type: none"> ▪ Rapid fire spread ▪ Heat Spread ▪ Smoke Spread Which may affect escape routes	No	Low			
Are procedures in place to control any changes or the introduction of additional hazards into the workplace	Yes	Low			
7. FIRE DETECTION AND WARNING					
Are arrangements in place for detecting a fire	Yes	Low			
Are arrangements in place for giving warning in case of fire	Yes	Low			
Will the detection give sufficiently early warning for people to escape	Yes	Low			
Is automatic fire detection provided where fires may develop unnoticed	Yes	Med	- No smoke alarm in training room (next to registrar office) - No heat alarm in upstairs kitchen (tenants)		
8. MEANS OF ESCAPE IN CASE OF FIRE					
Can everybody turn away from a fire and escape	Yes	Low	The building has two escape routes from the upper floor and ground floor.		
If not can they get past it	Yes	Low			
Do escape routes lead to a place of safety	Yes	Low			
Are escape routes free of combustible materials and obstructions	Yes	Low	All escape routes were kept clear of storage		
Taking into account reaction time, can all people get to a place of safety in under three minutes	Yes	Low			
Taking into account reaction time, can all people in high risk	N/A				

areas or with only one escape route reach a place of safety or a point where more than one route is available in about one minute					
Are corridors / staircases protected where necessary	No	High	Corridors / staircases are meant to be protected by fire doors. - most doors not suitable		
Are escape routes of adequate width	Yes	Low			
Where necessary do doors open in the direction of escape	No	Med	Some final exit doors open inwards.		
Are door fastenings simple to open without the need for a key	Yes	Low			
Where necessary do fire doors self-close	No	High			
Are escape routes adequately signed using pictograms	Yes	Med	additional fire exit signs required in corridor / stairway to front of building		
Signage complies with Health & Safety (Safety Signs and Signals) Regulations 1996?	Yes	Low			
Are escape routes normally adequately lit	Yes	Low			
Where necessary is escape/emergency lighting sufficient	Yes	Low			
Subjective tests carried out?	Yes	Low			
Are adequate escape provisions made for people with special needs (e.g. PEEP's, EVAC chairs)	Yes	Low	- evac chair / staff trained in use		
9. PROVISION OF FIRE FIGHTING EQUIPMENT					
Is suitable and sufficient fire fighting equipment provided	Yes	Low			
Reasonable provision of portable fire extinguishers?	Yes	Low			
Hose reels provided?	No				
Fire blankets provided in catering areas?	No	Med	No fire blanket in tenant's Kitchen area		
Is firefighting equipment on exit routes or adjacent to exits	Yes	Low			
Are sufficient numbers of employees competent in the use of firefighting equipment	Yes	Low			
Is fire fighting equipment clearly visible or signed	Yes	Low	Fire extinguisher sign next to upstairs toilet		

			missing.		
Relevant automatic fire extinguishing systems? (e.g. sprinkler systems, fat fryer extinguishing system)	N/A				
Other relevant fixed systems?	N/A				
10. FIRE EMERGENCY PLAN & TRAINING					
Does the fire emergency plan include: <ul style="list-style-type: none"> ▪ Action to be taken by staff in the event of fire ▪ Evacuation procedures ▪ Arrangements for calling the fire service ▪ Arrangement to liaise with emergency services when an incident occurs 	Yes	Low			
Has information been provided to the emergency services regarding rescue & fire fighting in respect of special risks	Yes	Low			
Is training carried out regarding the Fire emergency plan	Yes	Low			
Do all staff receive induction training regarding the fire emergency plan	Yes	Low			
Are staff given periodic 'refresher training' at suitable intervals?	Yes	Low			
Are staff with special responsibilities given additional training?	Yes	Low			
Persons nominated to respond to fire?	Yes	Low			
Persons nominated to assist with evacuation?	Yes	Low			
Appropriate liaison with fire service?	Yes	Low			
11. MAINTENANCE & TESTING					
Has all fire safety equipment been regularly checked and maintained in accordance with manufacturer's recommendations	Yes	Low			
Routine in-house inspections of fire precautions?	Yes	Low			
Routine checks of escape routes, final exit doors etc?	Yes	Low			
Are fire drills carried out at	Yes	Low			

appropriate intervals?					
Do any of the drills involve the public/customers?	Yes	Low			
Weekly testing and quarterly servicing of fire detection and alarm systems?	Yes	Low			
Monthly, six monthly and annual testing routines for emergency lighting?	Yes	Low			
Weekly testing and periodic inspection of sprinkler installations?	N/A				
Appropriate records of: <ul style="list-style-type: none"> - Fire drills - Fire training - Fire alarm tests - Emergency escape lighting test - Fire extinguisher maintenance - Maintenance and testing of other fire protection systems - Lightning protection inspections and tests? 	Yes	Low			

EXECUTIVE SUMMARY

FIRE RISK ASSESSMENT

The following risk level estimator is based on a health and safety risk level estimator contained in BS8800

Potential consequences of fire → Fire Hazard ↓	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate Risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>
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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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm <input checked="" type="checkbox"/>	Moderate harm <input type="checkbox"/>	Extreme harm <input type="checkbox"/>
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In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from a fire at this building is:

Trivial <input type="checkbox"/>	Tolerable <input checked="" type="checkbox"/>	Moderate <input type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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FIRE RISK ASSESSMENT FINDINGS

Significant Findings	Proposed Actions	Responsible person	By date
No fire extinguisher in downstairs staff kitchen	Co2 extinguisher recommended	Property services	March 2018
No reasonable measures taken to prevent fires as a result of cooking in tenants kitchenette upstairs	Heat alarm, fire blanket and co2 extinguisher required	Property Services	March 2018
No portable appliance testing	Following appliances need testing: - Water boiler in upstairs training room (next to Registrar) - portable heater in storage room downstairs	Property Services	March 2018
Cleaners cupboard unlocked	Cupboard needs to be locked / combustible material stored safely	Property Services	March 2018
Access/egress for wheelchair users through front entrance only. Roller shutter to access front entrance closes in case of an alarm.	Kerb ramp for back entrance necessary	Property Services	March 2018
No visual sight of smoke alarm in upstairs training room	Smoke alarm recommended due to size of area and used electrics.	Property Services	March 2018
No fire exit signs in upstairs corridor	additional fire exit signs required in stairway at front of building	Property Services	March 2018
Fire extinguisher sign next to upstairs toilet missing.	New sign required	Property Services	March 2018
Corridors / staircases are meant to be protected by fire doors. - most doors not suitable	The following doors require installation of intumescent strip / smoke seal - both office doors from reception (also require self-closing mechanism) - upstairs training room (also requires self-closing mechanism) - registrar's office - 1 st floor corridor door to front stairway - both doors, at top and bottom of rear stairway - tenant's kitchenette door (also requires self-closing mechanism)	Property Services	May 2018