



Fire Risk Assessment Cotswold District Council Trinity Road Offices

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

PREMISES: Trinity Road, Cirencester, GL7 1PX

Area(s) to which assessment relates: Whole Building

RESPONSIBLE PERSON: Nigel Adams, Head of Paid Services

DATE OF ASSESSMENT: 30/10/2017

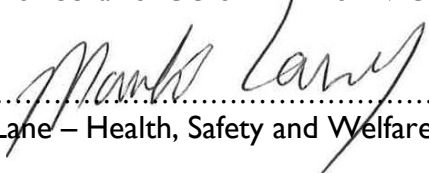
ASSESSMENT CARRIED OUT BY: Katrin Richardson GO SHARED SERVICE

DATE OF PREVIOUS ASSESSMENT: 15/02/2016
(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


.....
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, ceramic tiles, timber, glass with a plaster finish

Use of Building: Offices

OCCUPANTS

Approximate maximum number: approx. 190 staff / 10 - 20 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/com ments	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?	Yes	Low	Smoking policy states that the council “ban all smoking from areas adjacent to or within ten metres of workplaces”. Staff started smoking in		

			the yard next to staff canteen		
Is a source of heat used in work e.g. cooking	Yes	Low	- Kitchen downstairs (tree services) : Microwave / toaster - Kitchen downstairs (staff canteen): 2x microwave / toaster / sandwich maker - Kitchen upstairs (next to Photocopier room): Microwave / toaster - kitchen upstairs (council chamber): Cooker, oven, coffee machines		
Are reasonable measures taken to prevent fires as a result of cooking?	Yes	Med	- Kitchen downstairs (tree services) : fire blanket + PAT testing required - Kitchen downstairs (staff canteen): Microwaves requires PAT testing - Kitchen upstairs (next to Photocopier room): Fire blanket + PAT testing required - kitchen upstairs (council chamber): Fire blanket + PAT testing required		
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?	No	Med	Most electrical equipment requires testing		
Are heating systems in good condition and maintained	Yes	Low			
Are portable or radiant heaters used?	No	Low	No evidence of portable heaters on day of the inspection		
If portable heaters are used, are suitable measures taken to minimize the hazard of ignition of combustible materials?	n/a				
Does the building have a lightning protection system?	Yes	Low			
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	No	Med	Cleaning products stored in kitchen cupboards / cleaning cupboard under stairs unlocked		
Combustible materials appear to be separated from ignition sources	No	Med			
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	Med			
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	Yes	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	No	Low			
Are any employees particularly at risk from the task they carry out	No	Low			
Are any persons with special needs at risk	No	Low			
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	Low			
8. MEANS OF ESCAPE IN CASE OF FIRE					
Can everybody turn away from a fire and escape	Yes	Low			
If not can they get past it	n/a				
Do escape routes lead to a place of safety	Yes	Low			
Are escape routes free of combustible materials and obstructions	Yes	Low			
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	Yes	Low			

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	Med			
Are escape routes of adequate width	Yes	Low			
Where necessary do doors open in the direction of escape	No	Med	Some final exits open inwards.		
Are door fastenings simple to open without the need for a key	Yes	Low			
Where necessary do fire doors self-close	No	Med	Some fire doors were found wedged open on the day of this assessment and require a door guard: - council chamber kitchen door - staff canteen doors		
Are escape routes adequately signed using pictograms	Yes	Low			
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 provided / fire wardens 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	High			
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			
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 appropriate intervals?	Yes	Low			
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 checked="" type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>
---	---------------------------------	-------------------------------

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"/>
---	--	---------------------------------------

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"/>
----------------------------------	---	-----------------------------------	--------------------------------------	--------------------------------------

FIRE RISK ASSESSMENT FINDINGS

Significant Findings	Proposed Actions	Responsible person	By date
Portable appliances not tested	Portable appliances should be tested and inspected routinely by a competent person. Records of the testing and any maintenance or repairs must be kept	Property services	March 2018
Breaches of smoking policy, staff smokes in yard next to bistro	Smoking policy needs to be reviewed	HR / HS	March 2018
Fire doors not sufficient	<ul style="list-style-type: none"> - fire doors to FoH office / no intumescent strip nor smoke seal, needs upgrading - 1st floor corridor door (next to Akeman Room) / smoke seal broke, requires replacing - cleaners cupboard under stairs / no intumescent strip nor smoke seal, needs upgrading - door to print room / smoke seal broke, requires replacing - door to property & estate storage room / no intumescent strip nor smoke seal, needs upgrading - door from HR corridor to landing / no intumescent strip nor smoke seal, needs upgrading - door to stairs by the roof / no intumescent strip nor smoke seal, needs upgrading 	Property Services	March 2018
Fire doors wedged open	Following doors require a dorgard <ul style="list-style-type: none"> - council chamber kitchen door - staff canteen kitchen door 	Property Services	March 2018
Additional smoke detectors required	<ul style="list-style-type: none"> - at the cleaners cupboard under the stairs - at the bottom of the stairs by the roof - at the bottom of the stairs be the staff canteen 	Property Services	March 2018
Missing Fire Safety Signs	- "Do not use the lift in the event of a fire" signs are required at both lift entrances	Property Services	March 2018
No firefighting equipment in catering areas	<ul style="list-style-type: none"> - Kitchen downstairs (<i>tree services</i>): fire blanket required - Kitchen upstairs (<i>next to Photocopier room</i>): Fire blanket required 	Property Services	March 2018

	- kitchen upstairs (<i>council chamber</i>): Fire blanket required		