

# FIRE RISK ASSESSMENT

## Fire Precautions (Workplace) Regulations

<b>DATE:</b> November 2010  <b>ASSESSOR:</b> Bryan Rothwell  <b>CONTACT:</b> 017687 79714	<b>LOCATION:</b> Carlisle Diocesan Youth Centre St. John's in the Vale Keswick CA12 4UB  Phone Number: 017687 79665 (School House) 017687 79564 (Chapel House)
--	--

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS AND COMMENTS	LINE MANAGER'S COMMENTS
---------------------	------------------------------	---------------------------------------	-------------------------------------	----------------------------

WHO IS AT RISK?				
1. Employees/volunteers	All staff to be aware of fire control measures and emergency procedures.	✓		
2. Residential Groups (leaders and children)	Clear briefing in welcome talk and a demonstration of the fire bell. If at night check rooms are clear and no-one is still asleep.	✓ ✓	Include in welcome talk	
3. People with disabilities	a) Assess needs when they first arrive and develop active rescue plan.	✓	Emergency instructions discussed with individuals and leaders depending on their needs	
4. Day groups	a) Clear briefing in welcome talk	✓		
5. Visitors, contractors	a) Duty staff to be aware of where they are and to brief them as to the fire alarm sound. b) Check they have emerged from the building.	✓ ✓		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
<b>SOURCES OF IGNITION (Check, inspect and control)</b>				
6. Any portable heaters?	Replace naked flame and radiant heaters with convector heaters or central heating system. Use to manufacturer's recommendations. Keep away from sources of combustion. Do not leave switched on overnight or in unoccupied areas. LPG cylinders must be stored in the shed. Any LPG heater MUST NOT be used in the building.	N/A  ✓  ✓  ✓  ✓		
7. Any electrical equipment (portable and fixed installation)?	Portable electrical equipment should be tested at least annually (or at other intervals in the light of experience.) Check test stickers on appliances for date of last Portable Appliance Tests (PAT tests). Ensure fixed installation is inspected at intervals specified in BS 7671:1992 (formerly 16 <sup>th</sup> Edition Wiring Regulations) e.g. leisure complexes annually, offices every 5 years.  Any electrical equipment brought in by staff must be visually inspected and if possible PAT tested. Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.) Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets (multi-extension plugs).	✓  ✓  ?  ✓  ✓	All of the mains electrics in the Centre were replaced in 2003/4. Inspection carried out Nov 2009	
8. What are the smoking arrangements?	Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in other locations. Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)	✓  ✓	Enforce no smoking in the building at all times. ? buy butt bin	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
<p>9. Any heat generating processes such as incineration, cooking, welding, etc.?</p> <p>10. Open Fires</p> <p>11. Candles</p>	<p>Ensure equipment is used in accordance with manufacturer's recommendations and properly maintained.</p> <p>Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.)</p> <p>Ensure ducts and flues are regularly maintained/cleaned.</p> <p>Ensure suitable fire fighting equipment available nearby.</p> <p>Ensure use of hot work 'permits to work' by contractors.</p> <p>Ensure that matches and fire lighters are removed and the fire guard is used, especially when the room is left with out a responsible adult.</p> <p>Candles not to be left alight without responsible adult in the room.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Group leaders to be reminded.</p>	
<b>COMBUSTIBLE MATERIALS (Remove, reduce and control)</b>				
<p>12. Any build up of combustible materials? (E.g. paper, cardboard or wood.)</p>	<p>Ensure good general housekeeping.</p> <p>Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building. (See section 13.)</p> <p>Prevent unauthorised access to combustible materials.</p> <p>Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials.</p>	<p>✓</p> <p>✓</p> <p>X</p> <p>✓</p>	<p>Cardboard and paper for recycling is stored safely in the bins provided</p>	
<p>13. Any flammable or highly flammable materials or</p>	<p>Avoid use of flammable materials and substances, or reduce levels to the minimum required for the undertaking.</p> <p>Replace substances with less flammable substances.</p>	<p>✓</p>		



ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
16. Can steps be taken to reduce the potential sources of oxygen to a fire?	<p>Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours.</p> <p>Do not store oxidising materials near to any heat source or flammable materials. (Check COSHH assessments and/or product data to identify oxidising materials.)</p> <p>Control the use and storage of oxygen cylinders (secure racking/storage, etc.)</p>	<p>✓</p> <p>N/A</p> <p>N/A</p>	Notice to close kitchen door AND hatch doors when kitchen not in use	
<b>STRUCTURAL FEATURES (Control fire spread)</b>				
17. Any work taken place (or proposed) that may affect fire control.	Check for changes to exit routes, doors, exits, etc. that are not shown in the plan. Alterations to buildings will normally require the approval of a Fire Officer.	✓	A new risk assessment to be done for any work or changes.	
18. Any combustible materials covering substantial wall/ceiling areas?	Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles.	✓	Building was refurbished in 2003/4 with suitable materials	
19. Is there clear access to electrical equipment?	<p>Ensure plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations.</p> <p>Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided.</p>	<p>✓</p> <p>✓</p>		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
20. Does the building contain suspended ceilings?	<p>Areas with suspended ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread).</p> <p>If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.</p>	<p>N/A</p> <p>N/A</p>		
21. Structure and installations help prevent fire spread?	<p>Has work taken place which may have made holes in walls or damaged any fire resistant wall/ceiling linings? E.g. new doors, glazed screens.</p>	<p>✓</p>		
22. Are there building works in progress?	<p>A separate risk assessment will be undertaken.</p>	<p>✓</p>		
23. Is there a risk of arson?	<p>Do security systems minimise risk of unauthorised access (reducing potential for arson)?</p>	<p>✓</p>		
<b>FIRE DETECTION AND WARNING (Alerting building occupants)</b>				
24. Any smoke/heat detectors?	<p>Consider installation in 'high risk' areas and unoccupied areas e.g. basements, boiler houses.</p> <p>Ensure a competent engineer carries out back-up power supply checks at least every three months. Check for record in fire logbook.</p> <p>Ensure competent engineer services detectors at least annually. Check for record in fire logbook.</p>	<p>✓</p> <p>X</p> <p>✓</p>	<p>Tested every 12 months</p>	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
25. Any fire call points (break glass)?	Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook.  Ensure a competent engineer services call points at least annually. Check for record in fire logbook.	✓  ✓		
26. Are bells/sounders used to give warning of fire?	Consider the use of an automatic fire warning system where other methods of raising the alarm are used. In noisy areas (where audible signals may not be heard) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems.  It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people. Technical advice on other alarm systems (visual, vibrating, etc.) is available from Building Control. Test fire warning system weekly at a set time. Is it clearly audible under normal working conditions? Check for record of test in fire logbook.  Ensure competent engineer services alarm system at least annually. Check for record of service in fire logbook.	✓  X  ✓  ✓		
27. Can fires be readily detected and staff warned promptly?	Check issues raised from the questions given above. Have fire drills revealed any relevant issues? (E.g. lack of staff awareness, unable to hear alarm in certain areas.)			

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
---------------------	------------------------------	--	---------------------	----------------------------

MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)				
28. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	a) Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes.	✓		
29. Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore the remaining doorways should be capable of providing satisfactory exit for those present.)	b) Doorways should be at least 750 mm wide when up to 40 people per minute expected to use exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people.	✓		
	c) Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.	✓		
30. Are corridors wide enough?	d) Corridors should generally be a minimum of 1 metre wide. Areas used by wheelchair users require a minimum width of 1.2 metres. In large buildings corridor width may need to be greater.	✓	Where possible this has been built into the alterations.	
31. What is the condition of escape routes?	e) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. lines on floor) where routes are blocked/obstructed.	✓	Possibly not use Hickling or Attic for people with a mobility problem.	
	f) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 5810 should be provided.	✓		
	g) Are carpets and nosings on stairs in good condition?	✓		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
32. Escape routes - continued.	<p>h) Changes in level that are not obvious should be marked to make them conspicuous.</p> <p>i) Escape routes must be free of; portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).</p>	<p>✓</p> <p>✓</p>	Coat hooks are in the corridor outside games room. Rarely used and ensure that it does not impede corridor.	
33. Is there any use of refuges?	<p>j) Refuges must be used within the context that they are <b>not</b> areas where people should be left alone indefinitely until rescued, or the fire is extinguished.</p> <p>k) Minimum dimensions for refuges should be 900mm x 1400mm (to allow for wheelchair manoeuvring). The positioning and size of refuges should not have an adverse effect on the means of escape provided (i.e. a minimum clear width of 1 metre in corridors and stairways is required for clear access for other persons).</p> <p>l) Refuges should be clearly identified with a green 'safe condition' safety sign.</p> <p>m) Where a refuge is a lobby or stairway a blue 'mandatory' safety sign must be posted stating 'Refuge - keep clear.'</p> <p>n) A means to evacuate people to a place of safety must be provided (e.g. Evac-Chairs) and an adequate number of staff must be trained (with refresher training) in the use of this equipment.</p>	<p>N/A</p> <p>X</p>	Wheelchairs can be lifted up to bedroom corridor and exit across ram or through common room fire exit	
34. Are stairways wide enough?	o) Stairways should generally be a minimum of 1 metre wide. They may need to be wider dependant on the number of people who are likely to use it.	X	OK for numbers using them.	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
35. How often are fire drills held?	<p>p) Ensure that at least one fire drill is held annually. Check for record in fire logbook.</p> <p>q) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.</p>	✓		
36. What is the condition of fire doors?	<p>r) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).</p> <p>s) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).</p> <p>t) Fire doors on escape routes should open in the direction of travel.</p> <p>u) Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).</p> <p>v) Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labelled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).</p> <p>w) Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they should automatically close in the event of a power failure.</p> <p>x) Automatic doors should be closed at night.</p>	<p>✓</p> <p>N/A</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p> <p>N/A</p>	<p>Duty staff to check and inform group leaders.</p>	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
37. What is the condition of final fire exit doors?	y) Final fire exit doors should open in direction of travel.  z) Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire doors should be labelled 'Fire door – keep clear.'  aa) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.'  bb) Check that fire exit doors can be opened easily and immediately without the use of a key.	X  ✓  ✓  ✓	Main doors open inwards, fire exits open outwards.	
38. Final fire exit doors – continued.	cc) Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc.  dd) Where a fire exit door needs to be fastened by a security device, it should be the only fastening on the door and all staff should know how to use it. Such devices are not normally suitable for use by members of the public.	✓  ✓		
<b>LIGHTING (Safe egress)</b>				
39. Are all fire escape routes adequately lit?	a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.  b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.  c) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.  d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of	✓  ✓  ✓  ✓		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
	<p>corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, changes in floor level, near fire fighting equipment, outside each final exit.</p> <p>e) Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook.</p> <p>f) A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.</p>			
<b>SIGNAGE (Safe egress)</b>				
39. Is adequate signage in place?	<p>a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above</p> <p>b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable.</p> <p>c) Ensure signs stating 'lifts must not be used in the event of a fire' are posted outside all lifts; unless it is a specifically designed 'fire fighting lift' (see Guidance Sheet).</p> <p>d) Are signs in positions where they can be clearly seen?</p> <p>e) Are all fire signs conspicuous (not covered or painted over, etc.)?</p>	<p>✓</p> <p>✓</p> <p>X</p> <p>✓</p> <p>✓</p>	Sign to be made for lift (top & bottom)	
<b>FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)</b>				
40. Is there at least one extinguisher for each 200 metres of floor space? (Minimum of 2 per floor, unless it is an upper floor less than 100m <sup>2</sup> ).	<p>a) Ensure extinguishers are appropriate to the local risk.</p> <p>b) Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Handle of small hand held extinguishers – approx. 1.5 metres from floor.)</p> <p>c) Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed</p>	<p>✓</p> <p>✓</p> <p>✓</p>		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
40. Extinguishers - continued.	<p>where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.)</p> <p>d) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.)</p> <p>e) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook.</p> <p>f) Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p>	<p>X</p> <p>✓</p> <p>✓</p>	<p>Add to monthly fire bell test.</p> <p>Routine inspection that signs have not been removed</p>	
41. Is there a hose reel in place?	<p>g) Are there any water extinguishers within reel range? (It is not necessary.)</p> <p>h) Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.</p>	N/A		
42. Are there any dry/wet risers? (Hose attachment points for the fire service.)	<p>i) Check risers are tested annually by the fire service. Check for record in fire logbook.</p> <p>j) Dry and wet risers must be labelled 'dry riser' or 'wet riser' as appropriate (red 'fire fighting equipment' safety signs).</p>	N/A		
43. Are there fire blankets provided? (Please note that older fire blankets may contain asbestos. Contact Safety Advisers Unit for further advice.)	<p>k) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing.</p> <p>l) Heavy duty blankets - industrial use where there is the need for the blanket to resist penetration from molten metals.</p> <p>m) Tabs on fire blankets should be approximately 1.5 metres from the floor.</p> <p>n) Ensure relevant staff received instruction on the correct use of fire blankets.</p>	<p>✓</p> <p>N/A</p> <p>✓</p> <p>X</p>	<p>Check main kitchen height</p> <p>Check instructions for use with visiting groups</p>	

**PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)**

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
<p>44. Is there an emergency plan in place?</p> <p>45. Emergency plans – continued</p>	<p>a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</p> <p>b) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points.</p> <p>c) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance. Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan.</p> <p>d) Fire drills should be formally reviewed to identify problems encountered and any further actions required.</p> <p>e)</p>	<p>✓</p> <p>✓</p> <p>X</p> <p>X</p>	<p>Think about this and incorporate into staff training.</p> <p>Regular fire drills to be considered</p>	
<p>46. Have personnel received sufficient training and/or instruction on evacuation arrangements?</p>	<p>f) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable.</p> <p>g) Do new employees receive instruction on the action to take in event of a fire on their first day of employment?</p> <p>h) Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>Warden to inform staff and offer training</p>	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	RECOMMENDED ACTIONS	LINE MANAGER'S COMMENTS
47. Is there a need for specialist training in the event of an emergency?	i) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. staff, aiding people with mobility impairments, etc. j) Are staff fully trained in their duties and responsibilities? k) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.)	X   X  X	   When contractors/visitors are working by themselves.	
48. Specialist training - continued	l) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets.	X	Centre mainly unstaffed, visitors to be advised to leave building and phone fire brigade, not to tackle fire/use extinguishers unless suitably experienced/trained	