



FIRE RISK ASSESSMENT

ORGANISATION: Brin's Cottage / Ridge End Cottage

ADDRESS: Brin's Cottage Ridge End, Sheen,
Buxton, Derbyshire. SK17 0HT

DATE ISSUED: June 2009

REVIEW DATE: June 2010



Developed by:

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Health and Safety Consultant
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This assessment has been developed in compliance with the Health & Safety at Work etc Act 1974 and the Regulatory Reform Order 2005.

This assessment is not a full building structural integrity survey.

If there are any doubts regarding the structural integrity or the effectiveness of the materials used during the construction of the premises, the Local Fire Authority should be contacted who will advise accordingly.

Introduction

The **Management of Health and Safety at Work Regulations 1999 regulation 3** requires employers to carry out an assessment so as to identify the areas of significant risk within their business undertaking. Fire is considered a significant risk in any business activity but through the **Regulatory Reform (Fire Safety) Order 2005** employers have a specific duty to carry out an assessment of the risk of fire and the arrangements to deal with emergency situations.

The **Order** applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect “relevant persons” in case of fire in and around most “premises”. The **Order** requires fire precautions to be put in place “where necessary” and to the extent that is reasonable and practicable in the circumstances of the case.

This fire risk assessment must establish the current level of risk from fire and the fact that those in the buildings can be evacuated safely. The assessment will identify what needs to be done to significantly reduce the risk of harm/injury and property damage. A fire safety plan must be drawn up this will establish the following:

- The emergency exit doors.
- The emergency exit routes.
- The Assembly Point.
- The location of your fire containment doors.
- The location and position of Fire Extinguishers.
- The location of the service isolation points (e.g. Gas and Electrical shut-off).
- The location of any particularly hazardous areas within the premises (e.g. stored hazardous chemicals or flammables).

The fire risk assessment must be communicated to all employees who may be affected by the content of the assessment with clear and relevant information on the risks to them identified by the fire risks assessment. Employees must also sign the record sheet to indicate that they have an understanding of what to do in a real emergency. In addition, you must inform non-employees (such as residents) of the relevant risks to them and provide them with information about the fire safety procedures for the premises.

You should (or the appointed Competent Person) constantly monitor what you are doing to implement the fire risk assessment in order to assess how effectively the risk is being controlled. Further, if you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your arrangements and amend / carry out a succeeding fire risk assessment.

Building Structure

Building Materials	Yes	No
Brick, Stone, concrete	✓	
Steel		✓
Prefabricated		✓
Wood	✓	
Combination of all or some of the above	✓	

Building Type	Yes	No
Single Storey		✓
Two Storey – Converted Loft Space	✓	
Multi Storey		✓
Open Plan		✓
Compartmentalised	✓	

Orientation	Yes	No
Stand Alone	✓	
Multi Building site		✓
Attached to other Buildings		✓

Building Use

Description of building and activities carried out:	Notes:
Local activities e.g. games and events for Girl Guides and families	<ul style="list-style-type: none"> The building is a converted agricultural dwelling located in a rural area close to the village of Longnor, Derbyshire. It is a detached two-storey building, constructed using traditional materials including stone, block, timber and slate. These materials offer reasonable protection against rapid fire and smoke spread. The building is not large and covers total square footage of approximately 25 metres by 15.
Meetings	

Building Users

People who use the building	Notes:
Employees: Guiders/volunteer staff.	<ul style="list-style-type: none"> The building is used for sleep overs where children occupy the upstairs bedrooms (converted loft space). Young persons are especially vulnerable, although there is always a supervising adult with children for all activities. It is also possible that the building could be occupied by a lone worker e.g. call out/handyman undertaking repair works or a gardener requiring access to the location.
Service Users: Girl guides/members of the public	

Sources of Ignition

Sources of Heat or Flame

Electrical Equipment, Extension Leads, Adaptors, Cooking, Open Fire, Possibility of Hair Straighteners and Dryers

- All electrical equipment observed appears to be PAT tested. **Recommend** that any new equipment brought to site between tests should be placed on a register so it can take priority during the next scheduled test date.
- Recommend** that on commencement of any activities on site all are briefed on the dangers of electrical equipment such as hair straighteners. They should not be left on, or on combustible surfaces such as carpets and bedding. Furthermore, supervising adults should check when possible by conducting inspections of the property.
- There was no evidence to support the fixed electrical distribution has been tested in the last three to five years. **Recommend** that you check and if required arrange for the fixed electrical circuits to be tested by a qualified electrical specialist (NICEIC accredited). Once complete, ensure that you keep a certificate of inspection within your Health and Safety Log books. **Recommend** that you place a suitably waterproof container over the electrical distribution box, to prevent water ingress and persons placing their hands into live electrical equipment.
- Cooking is undertaken within the kitchen. During the assessment no observations were made to suggest that cooking is increasing the fire risk. Normal household good practises should apply and fire fighting equipment is kept within the local vicinity.
- A traditional real fire is utilised within the main room. This could be a hazard if not controlled suitably. It was observed however that you do have a guard in place and a sensible approach in its use appears to have been adopted. **Recommend** however that the fire is put out a sensible period of time before persons leave the building in order that you are satisfied it has been extinguished fully.

Sources of Fuel

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Paper, Cardboard, Textiles, Linens Soft Furnishings, Domestic Cleaning Materials

- Sources of combustible fuels are reasonably plentiful but not excessive for this type environment. Generally the standard of housekeeping was observed to be satisfactory with items stored away in filing cupboards/draws and away from fire routes and sources of ignition. **Recommend** however that a formalised safety inspection routine be put into place to maintain the standards and to discourage any bad practises. **Use the induction checklist provided.**
- Soft furnishings appear to range in age and it is possible that some will not comply with the Furnishing Regulations. **Recommend** that labels are checked and any that are not in compliance are removed, or where possible, moved to lower risk areas of the building and not near fire routes and ignition sources. In the longer term ensure that you budget to replace any non-compliant fire retardant materials. **This is of particular importance for mattresses, bedding and bedroom curtains!**
- The storage arrangement for flammable liquids/substances was observed to be satisfactory, as discarded unused items were not evident in the general areas. The only hazardous substances at the location are small volumes of domestic cleaning materials that are kept under lock and key when not in use.

Note: All flammable/hazardous substances should be stored and used in relation to the requirements of CoSHH.

Fire Detection Systems

Fire Alarms and Fire Detection	Yes	No
Is there a fire alarm system in place?		✓
Is there a fire detection system in place?	✓	
Does the system indicate which zone the fire is in?		✓
Is the system connected to the local fire authority?		✓
Is there a smoke detection system in place?	✓	

Fire Alarms and Fire Detection Notes:

- There is no fire alarm system within the building. However, the building is small and the "shout fire" method can be used to good effect. **Recommend** that you test the effectiveness of this approach by carrying out a drill when activity leaders take occupation of the property. **Refer to induction checklist.** If once carried out it is not possible to hear in all areas, recommend that a whistle or air horn be used.
- There is provision of hard-wired automatic detection in both bedrooms. Further battery operated detectors are provided around the cottage. **Recommend** that the detectors are tested on commencement of each activity and the details are recorded in the log book. **Recommend** that hard wired detectors are further tested by an electrician at suitable intervals. E.g. annually.

Fire Extinguishers

Fire Extinguishing Equipment	Yes	No
Is there a sprinkler system installed?		✓
Is the sprinkler system connected to the fire alarm, detector system?		NA
Are there sufficient fire extinguishers installed in all parts of the building?	✓	
Are the extinguishers of an appropriate type?	✓	
Have the extinguishers been inspected in the last twelve months?	✓	
Have employees been given information and training in their use?		✓
<p>Fire Extinguishing Equipment Notes:</p> <p><input type="checkbox"/> <i>There is currently an adequate provision of fire extinguishers fitted within the premises. All extinguishers are under a service contract that was observed to be up to date. Extinguishers provided;</i></p> <ul style="list-style-type: none"> • Dry Powder – Can be used on all classifications of fire • Foam (AFFF) – Used on Class A and B fires (Carbonaceous and Flammable Fuels) • Water - Class A fire (Carbonaceous Materials). <p><input type="checkbox"/> <i>It is not clear how many building users have been trained in the safe use of extinguishers. E.g. persons coming to site to supervise activities. These persons should have awareness on what types of extinguishers can be used in an emergency. E.g. electrical fire, arson, fires from cooking activities and the threat from the real fire within the main area. Recommend that a short training session be given by myself during handover of the document. This information should then be relayed to the each supervising adult before commencement of the activity via induction</i></p>		

Means of Escape

Means of Escape and Evacuation	Yes	No
Are there enough fire escapes and are they in the right places?	✓	
Are all fire exits and escapes easily and quickly accessible from all areas?	✓	
If people sleep in the building is there an early warning system?	✓	
Are the fire escapes suitable and sufficient for all people likely to use them?	✓	
Are all escape routes easily identifiable and unobstructed?	✓	
Are there trained personnel to help disabled people?		✓
Will a fire affect all fire exits?		✓
Will there be at least one exit available for use?	✓	
Are the fire assembly points indicated in a safe area	✓	
Is there adequate emergency lighting where necessary		✓
Do all fire doors have self closing mechanisms		✓
Are all fire doors kept closed		✓


Means of Escape and Evacuation Notes:

- *There are currently sufficient primary final exit doors on different elevations of the building to safely exit the location in an emergency. They are all located at a distance that is compliant with Fire Safety an Employers Guide. The primary routes from the bedrooms are by descending either a purpose built set of narrow stairs, or a specially designed loft/hatch ladder. The loft ladder is well constructed and does have hand holds. It would take longer than normal to negotiate, but given the numbers of children in the bedroom, the short distance to escape once down the stairs and the early warning provision, the risk is not high. Furthermore, there are secondary routes via velux windows. However, these should only be used as a final option, as the route requires the negotiation of a slate roof and drop to the ground of approximately 2 metres. **Recommend** that this issue is identified and discussed with children during the induction.*
- *There is currently no provision of emergency lighting within the location. This would make escape difficult, particularly given that the staircases would not be easy to negotiate. **Recommend** that you purchase emergency torches that plug into the electrical supply and are located on brackets. If the power fails the torches will illuminate and assist to guide persons safely to the fire escape. You should locate one in each bedroom and one downstairs. In the longer term you should consider budgeting for a fixed emergency lighting system in compliance with the British Standards. You should also fit photo luminescent signs and strips to assist in safe evacuation of the building.*
- *Due to the rural location of the property, **recommend** that you contact the Local Fire Authority and request the response time. Further recommend that you indicate to the fire service the nature of the site and any location details such as the postcode etc.*
- *There is no provision of effective segregation and compartmentalising between areas (fire doors and firebreaks). However, as previously stipulated, the location is small and well constructed with thick stone walls that do perform the role of natural fire breaks. Therefore the emphasis on fire safety should be early detection and effective fire planning.*
- *Final exit doors may be required to be locked at night therefore, **recommend** that you provide break glass key boxes to ensure a key is always available in the event of an emergency. **See figure 1 below.***



Figure 1 (Break Glass for Key Box)

Location Emergency Plan

Fire Emergency Plan	Yes	No
Is there an emergency plan in place?		✓
<p>Fire Emergency Plan Notes:</p> <p><input type="checkbox"/> Recommend that you put in place a generic fire emergency plan as detailed in Figure 2 below. Locate at each fire point and include the details during the induction. Before occupation fire drills should be carried out and recorded within the fire log book.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p style="text-align: right;">Figure 2 (Fire Action Card)</p>		

Signage and Signals

Fire Extinguisher and Evacuation Signage	Yes	No
Do all fire extinguishers have signs indicating type and use?	✓	
Are all fire points indicated with blue and white fire action signs?		✓
Are all fire blankets indicated?		✓
Is there sufficient escape route signage (running person signs)?		✓
Are the fire exits indicated with running person signs?		✓
Is there "keep clear fire exit signs" on all external doors?		✓
Do all fire doors have "Fire door keep closed signs"?		✓
<p>Fire Extinguisher and Evacuation Signage Notes:</p> <p><input type="checkbox"/> Recommend that once purchased you ensure that all of the details on your Fire Action Cards are completed fully.</p> <p><input type="checkbox"/> Where required fit fire door keep closed signs to all of your internal fire doors</p> <p><input type="checkbox"/> Recommend that you upgrade fire directional signage. Signs should be white text on a green background, contain a pictogram and arrow pointing in the direction of escape. Final exit doors should contain an arrow pointing downwards. Recommend that all signs are photo luminescent as shown in figure 3 below.</p> <div style="border: 1px solid black; height: 80px; width: 150px; margin: 10px 0;"></div> <p style="text-align: right;">Figure 3 (Photo Luminescent Fire Directional Signs)</p>		

Further reduction Controls

Reducing the Risk	Yes	No
Reducing the Risk Notes: <ul style="list-style-type: none"> <input type="checkbox"/> Recommend that you perform a walk around shortly before locking up as a fire safeguard. Areas of concern are to ensure that flammable materials are not in contact with ignition sources such as electrical heaters, boilers, open fire etc. <input type="checkbox"/> Recommend that you continue to manage the volumes of combustible materials/substances kept on site. When not required remove from site or store suitably. <input type="checkbox"/> Recommend that you repair the external lockable enclosure that houses your wood pile for the real fire. Any combustible materials stacked in close proximity to the building could be a target for arson. 		

Risk Evaluation

Risk Evaluation	Yes	No
Are the controls in place adequate for the level of risk		✓

The risk evaluation is based on what is reasonably foreseeable taking into consideration the controls that have been stipulated within this assessment.

Severity / Outcome

Fatalities	5	5	10	15	20	25
Major Injuries sustained	4	4	8	12	16	20
Minor Injuries sustained	3	3	6	9	12	15
No Injuries / Property Damage	2	2	4	6	8	10
No Injuries Min Property Damage	1	1	2	3	4	5
		1	2	3	4	5
		Very Low	Low	Medium	Likely	Highly Likely

Likelihood

12 - 15
6 - 10
1 - 5

High Fire Risk. Controls are not sufficient to adequately control the fire risk. Further controls must be implemented immediately.

Medium Fire Risk. Review controls and implement any necessary measures to reduce the risk further.

Low Fire Risk. Controls are sufficient. However, ensure that fire precautions are monitored and reviewed on a regular basis for their suitability and sufficiency.

RISK ASSESSMENT CARRIED OUT BY: Steve Powell

DATE: June 2009

REVIEW DATE: June 2010

Note: Although the review date is annual, the risk assessment should be reviewed in the following circumstances: Changes to the amounts of personnel within the location, changes to the structure or fabric of the building, upgrades of the fixed fire precautions or following an incident, actual or potential, which carried the risk of a fire starting.