

Fire Risk Assessment₁

By Swift Fire & Safety

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Contact Details

Contact Details			
Managing agent / Landlord		Premises	
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Mobile No.	01354 741894	Responsible Person	Committee



Assessment Details

Assessment Details			
Assessor	Mark Palmer	Date of Assessment	14th October 2022
Previous Assessment	N/a	Suggested Review Date	October 2023

Notes to Assessment

The purpose of this report is to provide an assessment of the risk of life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at such earlier time, as there is a reason to suspect that it is no longer valid or there have been significant changes.

Any improvement works recommended within this report should be undertaken by a person competent by way of qualification, and or experience, in the relevant activity.



Executive Summary

This report follows a fire risk assessment carried out by Help & Safety at Work Ltd on the 14th October 2022.

The main areas requiring action are:–

- There are no major issues

The intention of this executive summary is not to paraphrase those comments contained within the body of the report but to provide a brief overview of any key problems identified during the assessment process.

The risk assessment findings represent a “snap shot in time” and as such the report & findings represent the risks as evaluated at the time of the assessment.

The guidance document used in the preparation of this report is:

- Fire Safety Risk Assessment– Small/ Medium Places of Assembly

This document is published by HM Government and is available to download for free via the internet at <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

INDEX

PART 1	General Information and Terms & Conditions.
PART 2	Fire Hazards – Elimination and Control
PART 3	Fire Protection Measures
PART 4	Management of Fire Safety (Including – Schedule of Responsibilities)
PART 5	Fire Risk Assessment Findings
PART 6	Management Action Plan
PART 7	Appendix / supporting pictures

PART 1.

GENERAL INFORMATION

PART 1
GENERAL INFORMATION

1. The Building

1.1	No. of Floors	1
1.2	Approximate floor area	300sq m
1.3	Brief details of construction	Detached traditional build. Block walls separating the main hall from the kitchen and ancillary rooms with a pitched roof. Adequate means of escape. Disabled access provided.
1.4	Occupancy	Multi-functional usage; hired out weekly
1.5	Nearest location and estimated attendance time of Fire Service Appliances.	March, Cambridgeshire local services

2. The Occupants

2.1	Approximate maximum number permitted at any one time	Maximum occupants 100
2.2	Approximate number of employee's	Committee run
2.3	Approximate number of members of the public at any one time	20
2.4	Number of occupancies within the building	5 + short mat bowls, yoga classes, children's and adult parties
2.5	Hours of occupation	Miscellaneous hours

3. Occupants at Special Risk

3.1	Sleeping occupants	N/a
3.2	Disabled occupants	May be present as guests
3.3	Children	No
3.4	Temporary workers	No
3.5	Occupants in remote areas	No
3.6	Others	No

4. Fire Loss Experience

No Fire Loss Experience

5. Other Relevant Information

This is a "Type 1" fire risk assessment and relates to the common parts only.

No structural survey has been carried out as part of this fire risk assessment and any comment on fire compartmentation was based on a visual inspection of readily accessible areas only, with a degree of sampling where appropriate.

This fire risk assessment is prepared pursuant of the assessor's knowledge of the premises as disclosed by the occupier and following an inspection.

The working of equipment not specifically checked by the assessor is outside their knowledge and control.

The risk assessment only identifies those areas of risk apparent at the date of inspection in relation to the risks relating to fire.

This fire risk assessment is based on visual observation only, no verification of full compliance with relevant British Standards has been carried out in relation to any fire related equipment.

This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority'

TERMS & CONDITIONS.

The responsible person (client) retains complete control of the premises which are being assessed.

The Supplier (Swift Fire & Safety) does not acquire any control or obligation in respect of the premises apart from those detailed below or any control of the ongoing management of the premises.

The fire risk assessment relates to the premises as described in the "Notes to the Assessment" and or section 1 of this document.

The risk assessment should not be considered to be complete and should not be relied upon until it is signed by both parties.

The risk assessment should not be relied upon by any person other than the client named herein.

Drafts will be marked as drafts.

Responsibility for the on-going management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the responsible person.

Liability for management procedures & arrangements such as the evacuation procedure, maintenance of firefighting equipment, maintenance of fire alarms or other preventative or protective measures should not in any way be adopted by the fire risk assessor because the ongoing management of the premises is not within the risk assessor's control.

The responsibility for the failure to action significant findings and any resultant injury or death of any relevant persons is the responsibility of the responsible person.

The extent of the Supplier's obligations do not extend to:-

Knowledge or control of those areas of the premises to which the supplier was not given access.

Knowledge or control over any subsequent changes made to the premises.

Knowledge or control over any subsequent faults in the equipment, including any equipment checked by the supplier at the time of the preparation of the risk assessment, but not subsequently.

Knowledge or control over any subsequent deterioration in the premises or equipment.

Knowledge or control over any ongoing management of the premises or of persons within the premises.

Knowledge or control over the moveable items brought into the premises subsequent to the preparation of the risk assessment.

Knowledge or control over the level of staffing.

Knowledge or control of training that any employer provides to their employees or other relevant persons.

The supplier has no knowledge or control over the implementation of any recommendations made by the supplier in the course of an assessment.

Any advice in respect of building materials, fixtures and fittings or design of the premises.

The assessment cannot consider any malice and associated actions of any arsonist tenant or employee.

Although advice is provided regarding the suitability of emergency procedures, including those for disabled or otherwise vulnerable occupants, the suitability & sufficiency of these remains responsibility of the Responsible Person.

The client, or appointed representative, by signing this document, agrees to these terms & conditions.

6. Fire Safety Order			
6.1	Has an Enforcement Notice Been Issued by the Fire Authority? No		
	If YES	Date of Notice:	N/A
6.2	Has a Prohibition Notice been issued by the Fire Authority? No		
6.3	Has an Alterations Notice been Issued by the Fire Authority? No		
	If Yes	Date of Notice	N/A
6.4	Other Relevant Legislation		
	The Regulatory Reform Fire Safety Order 2005		
6.5	Other Relevant Information		
	N/a		

PART 2.

FIRE HAZARDS – ELIMINATION & CONTROL

PART 2

FIRE HAZARDS – ELIMINATION & CONTROL

7. Electrical Sources of Ignition			
7.1	Reasonable action taken to prevent fires of electrical origin		
7.2	Specifically:		
	a. Fixed installation periodically inspected and tested (5 yearly certificated)	Yes	
	b. Portable appliance testing (PAT) carried out (Annually)	Yes	
	c. Policy regarding the use of personal electrical appliances	Yes	
	d. Suitable limitation of trailing sockets and adapters	Yes	
7.3	Comments and Hazards Observed A. Next due in 2025. B. In date <u>Information purposes:</u> Extension leads should not be a permanent solution, where necessary additional sockets should be fitted into the ring main by a qualified electrician. Where such devices are used management must ensure that cables are run in an appropriate manner to minimise the risk of damage with covers used as necessary, the loading of these devices must not exceed the maximum stated by the manufacturer. It is recommended that all extension leads be replaced by a surge-protected type. Cables and extension leads should be subject of regular visual inspection to ensure insulation, cables or plugs have not been damaged. It is recommended that management ensure electrical equipment brought onto the premises by those renting the centre, or parts thereof, is of a suitable & sufficient standard, with no excessive use of block adaptors or extensions as described above and is PAT tested.		

8. Smoking			
8.1	Reasonable measures taken to prevent smoking	Yes	
8.2	Specifically:		
	a. Smoking prohibited in the building	Yes	
	b. Smoking prohibited in appropriate areas	Yes	
	c. Suitable arrangements for those who wish to smoke	Yes	
	d. Any evidence of breaches of policy		No
8.3	Comments and Hazards observed		
	Smoking outside only.		

9. Arson			
9.1	Does basic security against arson appear reasonable? ¹	Yes	
9.2	Is there an absence of unnecessary fire load in close proximity to the building and available for ignition by outsiders:	Yes	
9.3	Comments and Hazards observed		
	Premises is secure – no explicit risk noted.		

¹ Reasonable only in the context of this risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. Portable Heaters			
10.1	Is the use of portable heaters avoided as far as practical?	Yes	
10.2	If portable heaters are used:		
	a. Is the use of the more hazardous type (e.g. radiant bar fires or Lpg appliances) avoided?	Yes	
	b. Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
	c. Are fixed heating installations subject to regular maintenance?	Yes*	
10.3	Comments and Hazards observed		
	No portable heaters. Air-conditioned unit recently installed. *All fixed heating installations are to be subject of suitable servicing and maintenance in line with manufacturer's guidelines. Testing & Maintenance refer further.		

11. Cooking			
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	
11.2	Specifically:		
	a. Filters changed and ductwork cleaned regularly?	N/a	
	b. Suitable extinguisher appliances available?	N/a	
11.3	Comments and Hazards observed		
	Domestic type appliances, control for shutter leading to the main hall which can be activated by kitchen users to prevent a fire spreading to the main hall.		

12. Lightning			
12.1	Does the building have a lightning protection system?	N/a	
12.2	Comments and Hazards observed		
	N/a		

13. Other significant ignition sources considered			
13.1	Ignition sources		
	Heating installations.		
13.2	Comments and Hazards observed		
	Gas boiler lastly serviced in 2019. Should be on an annual basis as recommended by the manufacturer's.		

14. Considered sources of fuel			
14.1	Sources of fuel		
	Fixtures and fittings. Alcohol brought in for events.		
14.2	Comments and Hazards observed		
	No specific issues noted.		

15. Considered sources of oxygen	
15.1	Sources of oxygen
	Natural airflow.
15.2	Comments and Hazards observed
	Windows and Doors left open will accentuate the spread of fire. Air conditioning.

16. Considered process risk	
16.1	Process risks
	N/a
16.2	Comments and Hazards observed
	N/a

17. Housekeeping			
17.1	Is the standard of housekeeping adequate?	Yes	
17.2	Specifically:		
	a. Combustible materials appear to be separated from ignition sources?	Yes	
	b. Avoidance of unnecessary accumulation of combustible material and waste?	Yes	
	c. Appropriate storage of hazardous materials?	N/a	
	d. Avoidance of inappropriate storage of combustible material?	Yes	
17.3	Comments and Hazards observed		
	High standard maintained.		

18. Hazards introduced by outside contractors and building works.			
18.1	Is there satisfactory control over works carried out in the building by outside contractors (including 'Hot Work' permits)?	N/a	
18.2	Are fire safety conditions imposed on outside contractors?	N/a	
18.3	If there are 'in-house' maintenance personnel, are suitable precautions taken during 'Hot Work', including permits?	N/a	
18.4	Comments and Hazards observed		
	N/a		

PART 3.

FIRE PROTECTION MEASURES

PART 3

FIRE PROTECTION MEASURES

19. Means of Escape			
19.1	Means of escape from fire		
19.2	Specifically:		
	a. Adequate provision of exits?	Yes	
	b. Exits easily and immediately openable where necessary?	Yes	
	c. Fire exits in direction of escape where necessary?	*	
	d. Avoidance of sliding and revolving doors where necessary?	Yes	
	d. Suitable fire resisting / self-closing doors?		No
19.3	Reasonable distance of travel		
	a. Where there is single direction of travel?	Yes	
	b. Where there are alternative means of escape?	Yes	
19.4	Escape routes		
	a. Suitable protection of escape routes?	Yes	
	b. Suitable fire precautions for all inner rooms?	Yes	
	c. Escape routes unobstructed?	Yes	
19.5	Comments and Hazards observed		
	Main hall entrance via patio door style opening from the car park, Further 'push bar' type escapes in the main hall including a suitable concrete ramp at the rear. 19.2d) Kitchen door is not fire rated; however, there are alternative escapes should the corridor become untenable. *It is noted, the fire door on the escape from the hall to the corridor opens against the direction of escape.		

20. Measures to limit the spread of fire and development.			
20.1	It is considered that there is:		
	a. Compartmentation of a reasonable standard	Yes	
	b. Reasonable limitations of linings that may promote fire spread?	Yes	
20.2	Comments and Hazards observed		
	Linings and separation appear adequate.		

21. Escape Lighting			
21.1	Is there a reasonable standard of escape lighting provided?	Yes	
21.2	Comments and Hazards observed		
	All emergency lights were tested at the time of the visit.		

22. Fire Safety Signs and Notices			
22.1	Reasonable standard of fire safety signs and notices provided?	Yes	
22.2	Comments and Hazards observed		
	Good signage throughout the building		

23. Means of giving warning in the event of a fire?			
23.1	Reasonable manually operated electrical fire alarm system provided?	Yes	
23.2	Automatic fire detection provided?	Yes	
23.3	Whole building?	Yes	
23.4	Part building?		
23.5	Remote transmission of fire signal?	N/a	
23.6	Is the extent of the fire alarm system sufficient for the occupants?	Yes	
23.7	Comments and Hazards observed		
	Control panel (FIKE), featuring manual call points and detection. Category L3. Fire alarm system was being tested at the time of our visit		

24. Manual Fire Extinguisher Appliances			
24.1	Reasonable provision of portable fire extinguishers provided?	Yes	
24.2	Hose reels provided?		No
24.3	Fire blankets provided?	Yes	
24.4	Comments and Hazards observed		
	Adequate provision.		

25. Relevant Automatic Fire Suppression System			
25.1	System in place?	N/a	
25.2	Type of system and comments		
	N/a		

26. Other Relevant Fixed Systems			
26.1	System in place?	N/a	
26.2	Type of system and comments		
	N/a		

PART 4.

MANAGEMENT OF FIRE SAFETY

PART 4

MANAGEMENT OF FIRE SAFETY

27. Procedures and arrangements			
27.1	Competent person(s) available to assist in implementation of fire safety legislation?	See below	
27.2	Appropriate fire procedures in place?		
27.3	Arrangements for summoning the fire service?		
27.4	People nominated to respond to fire?		
27.5	People nominated to respond to evacuation?		
27.6	Appropriate fire service liaison?		
27.7	Routine in-house inspections of fire precautions (e.g. in the course of Health & Safety inspections)?		
27.8	Comments:		
	Fire Action Notices describe the simultaneous evacuation. The users of the hall are briefed prior to hire of the premises. See 28.6		

28. Training and Drills			
28.1	Are all staff given instruction on induction?	See below	
28.2	Are all staff given periodic 'refresher training' at suitable intervals?		
28.3	Have staff been informed of Fire Risk Assessment Significant findings?		
28.4	Are staff with special responsibilities given additional training?		
28.5	Are fire drills carried out at appropriate intervals?		
28.6	Comments:		
	It is recommended that all users of the hall are provided with fire safety training that includes the emergency procedure, a walk around of the premises, escape routes, importance of fire doors and explanation of the fire alarm system and other protective measures, including extinguisher use. Those renting the building, or part thereof, should be provided with relevant fire safety information. Key training points would be:- • The action taken on discovering a fire; • How to raise the alarm; • Fire safety & prevention • Fire related preventative & protective measures • The action taken on hearing the alarm; • The procedure for alerting and directing visitors; • The arrangements for calling the fire brigade; • The location of the assembly point at a safe place; • The location of and the use of fire-fighting equipment; • The importance of keeping fire doors closed; • Where appropriate, how to isolate gas and electrical power; • The importance of general fire safety and good housekeeping; • The significant findings from your fire risk assessment; • Identify the persons nominated by you with responsibilities for fire.		

29. Testing and Maintenance			
29.1	Adequate maintenance of workplace?	See below	
29.2	Weekly testing and periodic servicing of fire detection and alarm system?		
29.3	Monthly, six-monthly and annual testing routines for escape lighting?		
29.4	Annual maintenance of Fire extinguishing appliances?		
29.5	Six-monthly testing / annual		
29.6	Testing of rising mains?		
29.7	Weekly testing and periodic inspection of the sprinkler installation?		
29.8	Routine checks of final exit doors and/or security fastenings?		
29.9	Annual inspection and test of lighting protection system?		
29.10	Other appropriate tests and comments:		
	Swift Fire on site at the time of visit completing the fire alarm, emergency lighting and extinguisher servicing: • Daily visual check of the fire control panel to ensure system healthy and no faults. • Daily housekeeping checks to ensure good waste management and separation between electrical equipment, heating installations, cooking equipment and combustible materials. • Daily means of escape checks to ensure exit doors are unlocked and available, fastenings are working freely, fire doors are not wedged or obstructed, exit routes are clear of any stored materials, waste or other types of inappropriate storage, including within risers or high-risk areas, and there are no obstructions. • All fire doors should be subject of regular weekly inspection to ensure that the door, closer and all seals are present and undamaged and that the door closes fully into the frame under the power of the self-closer. • Weekly visual checks on extinguishers. • Weekly fire alarm tests with a documented rota to ensure all call points checked periodically, • Monthly emergency lighting tests with all units checked, All heating, gas installations, air conditioning, kitchen equipment and other electromechanical plant and equipment to be subject of regular service and maintenance in line with manufacturer's guidelines.		

30. Records			
30.1	Appropriate records of:	See Below	
	a. Fire drills		
	b. Fire training		
	c. Fire alarm tests		
	d. Fire alarm activations		
	e. Escape lighting tests		
	f. Means of escape checks		
30.2	Other relevant inspections and test records; comments:		
	An onsite fire logbook to be completed. There are currently irregular entries.		

PART 5.

FIRE RISK ASSESSMENT SIGNIFICANT FINDINGS

PART 5

FIRE RISK ASSESSMENT SIGNIFICANT FINDINGS

The following simple level estimator is based on a more general health and safety risk level estimator contained in British Standard BS 8800.

Potential Consequences of Fire	Slight Harm	Moderate Harm	Extreme Harm
Fire Hazard			
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 and the information collected at the time of this fire risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW



MEDIUM



HIGH



Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed and the information collected at the time of the fire risk assessment, it is considered that the potential consequences for **life safety** in the event of fire would be:

SLIGHT
HARM



MODERATE
HARM



EXTREME
HARM



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 is unlikely to involve multiple casualties.
- Extreme Harm:** Significant potential for serious injury or death of one or more occupants.

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

Trivial



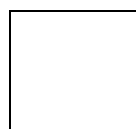
Tolerable



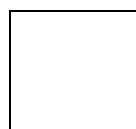
Moderate



Substantial



Intolerable



Part 5 Continued...

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by British Standard BS 8800 for general health and safety risks:

RISK LEVEL	ACTIONS AND TIMESCALE
Trivial	No action required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessments may be required to establish more precisely the likelihood of harm as a priority for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

PLEASE NOTE:

ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO FIRE RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION.

THE RISK ASSESSMENT SHOULD BE PERIODICALLY REVIEWED.

DISCLAIMER

The Fire Risk Assessment endeavours to allow for the identification of hazards, risks and control measures associated with a premises/building, and to identify the Significant Findings and the Relevant Persons at risk from them.

The Responsible Person and/or their Representative should ensure that this is achieved.

It should be noted that it is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the Fire Risk Assessment.

SWIFT FIRE & SAFETY accepts no responsibility for how the Fire Risk Assessment Checklist, Documents and Templates are utilised or for any added content or findings.

The Responsible Person and/or their Representative should note that nothing within the Fire Risk Assessment overrides any requirements needed to comply with statutory obligations under the Health and Safety at Work Act, 1974 and all associated Regulations and approved codes of practice.

The Fire Risk Assessment does not override, where appropriate, the application requirements for Building Control, Local Authority, Licensing and any other consent.

The Fire Risk Assessment is a continuous, live process and must be monitored and audited, reviewed and revised with any structural and material changes to the premises/building, the usage of, and any changes to processes carried out, the introduction of additional Ignition sources and increased Fire loading. The Fire Risk Assessment should be reviewed with any significant changes to staff and occupancy, and following any "near miss" or incidence of Fire. Any change could lead to new hazards and risks needing to be considered and no liability rests with **SWIFT FIRE & SAFETY** in this respect. Notwithstanding, The Fire Risk Assessment should be programmed for review at intervals not exceeding 12 twelve months.

PART 6.

MANAGEMENT ACTION PLAN

PART 6 MANAGEMENT ACTION PLAN

It is considered that the following recommendations/actions should be implemented in order to reduce the fire risk to, or maintain it at, the following level:

Trivial		Tolerable	
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Recommendations in the Management Action Plan have been classified with a risk level of 1 to 4 (1=High).

ACTION REQUIRED	BY WHOM	SUGGESTED TIMESCALE	RISK LEVEL	ACTION TAKEN OR COMPLETED
TESTING AND MAINTENANCE Notable lapsed servicing includes: Fire extinguishers to be tested – Previously inspected in 2020 Gas boiler to be serviced – previously serviced in 2019.	CONTRACTOR	1 MONTH	3	

RECORD KEEPING. Ad hoc testing Detailed records of all relevant testing, maintenance and in house checks & tests are to be recorded in the fire logbook. The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests could result in increased risk due to failure of the fire precautionary arrangements in an emergency. Maintain comprehensive records, <i>where relevant</i>, in the fire log book, of all:- Fire alarm tests & checks, Emergency lighting tests & checks, Extinguisher tests & checks, Means of escape, fire door & final exit checks, Gas and electrical certification & testing, Fixed & portable electrical tests,	MANAGEMENT	ONGOING	3	
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* **Suggested Time Scale & Risk Level** is a guide only to help you formulate project plans. Where a fire authority has set a time limit that falls outside this recommendation, and/or you consider you need more time to complete the project, you should contact the fire authority for agreement on a time extension.



MARK PALMER (ASSESSOR)

[SIGNATURE]

RESPONSIBLE PERSON

[SIGNATURE]

PART 7 APPENDIX

