

Mr Fire Safety Ltd

Pant Memorial Hall

Pant

Nr. Oswestry

SY10 9QG



Fire Risk Assessment

November 2017

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PURPOSE OF REPORT

The purpose of the report is to provide an assessment of the risk to life from fire in the premises and where appropriate to make any recommendations necessary to ensure full compliance with extant fire safety legislation.

This report may identify the risk to property or business continuity from fire. Some of the recommendations may be formulated to meet this aim.

The submission of this report to the client does not constitute a warranty of future results by **Mr Fire Safety Ltd**, nor any assurance against risk. The report represents the best judgement of the assessor only and is based, in part, on information provided by others. The information, facts and opinions that have been expressed in this document are believed to be correct in light of currently available information. Although the assessor has exercised all due diligence during the inspection of the premises and in preparing the report, it is possible that other matters were not advised to the assessor which might materially change the outcome of this fire risk assessment. The “responsible person” must consider carefully the report in full to satisfy themselves that all the significant fire hazards and associated risks have been identified.

Mr Fire Safety Ltd, nor the assessor accept any responsibility in respect of the implementation of the recommendations made and no liability can be accepted for the accuracy of any information provided by others.

LEGISLATION & REGULATIONS

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) was introduced, under the Regulatory Reform Act 2001, on 1st October 2006 and replaced many references to fire safety in other legislation to bring about much simpler identification of fire safety requirements for business. The Order applies to virtually all premises and covers nearly every type of building, structure and open space put to certain uses. It identifies the '**responsible person**' as the person who is required to;

- Carry out, or nominate a competent person to carry out, a fire risk assessment
- Consider who may be especially at risk
- Ensure that staff are regularly trained in fire safety
- Eliminate or reduce the risk from fire as far as is reasonably practical Provide general fire precautions to deal with any residual risk.
- Ensure maintenance of all fire safety systems.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings on a regular basis.

FIRE RISK ASSESSMENT

A fire risk assessment is the cornerstone of the R R (FS)O and is undertaken to ascertain the risk of fire to persons who may be legally on the premises or persons who are nearby and may be affected by a fire on the premises (known as 'relevant persons') and must be formally recorded where there are 5 or more employees, the premises are licensed by an authority or are subject to an alterations notice issued by the fire and rescue service.

Fire risk assessment is undertaken to ensure that, as far as '**reasonably practicable**'*, the risk of fire occurring and spreading is as low as possible, and specifically:

- That everyone in the premises will be able to reach a place of safety without outside assistance
- That general fire precautions are adequate and that any defects are identified and rectified as soon as possible
- That suitable management policies exist to ensure adequate maintenance of the premises and maintenance and testing of fire safety systems

- That suitable training programmes exist for staff fire safety training
- That the risk from work processes and combustible hazards are properly controlled
- That this is understood by all employees, occupiers, tenants etc.

Under the R R (FS)O, anyone who has control in a building or anyone who has a degree of control over certain areas or systems may be designated a responsible person, for example;

- The employer for those parts of the premises they have control over.
- The managing agent or owner for the common parts of a premises or common fire safety equipment such as fire warning systems, sprinklers, emergency lighting etc.
- The occupier of a premises that are not workplaces such as chairman in a parish hall.
- Any other person who has some control over a part of a premises may be the responsible person in so far as that control extends.

* The term 'reasonably practicable' is widely used within Health and Safety/Fire Safety law and is a balance of risk versus cost. The greater the risk, the greater the need to control it and the more resources that will need to be committed to reduce or control the risk.

In essence, making sure a risk has been reduced to as low as reasonably practical is about weighing the risk against the sacrifice needed to further reduce it. The decision is weighted in favour of health and safety/fire safety because the presumption is that the duty-holder should implement the risk reduction measure. To avoid having to make this sacrifice, the duty-holder must be able to show that it would be grossly disproportionate to the benefits of risk reduction that would be achieved. Thus, the process is not one of balancing the costs and benefits of measures but, rather, of adopting measures except where they are ruled out because they involve grossly disproportionate sacrifices (cost benefit analysis).

If you comply with current good practice, you should have complied with the term reasonably practicable.

REVIEW AND REVISION

This Fire Risk Assessment should be reviewed annually or at any other time it is no longer considered relevant as identified in the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessment should be reviewed if:

- There is any reason to suspect it is no longer valid; or
- There has been a significant change in the matters to which it relates; or
- Where the employer employs a young person (under 18 years).

Where the above points do arise, or there is evidence of non-compliance on a regular basis or the Fire Authority has issued an improvement or prohibition notice then the fire risk assessment should be reviewed immediately. The fire risk assessment should be seen as a 'living document' and the fire risk assessment process as a continual review and/or revision of the control measures necessary.

The first annual review of this fire risk assessment should be conducted in

November 2018

Mr Fire Safety Ltd will make contact with you near to that time to arrange your review if required.

PREMISES FIRE RISK RATING

Fire Hazard	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Trivial	Tolerable	Moderate
MEDIUM	Tolerable	Moderate	Substantial
HIGH	Moderate	Substantial	Intolerable

The risk of ignition at the premises, taking the fire prevention measures into account observed at the time of the risk assessment is:

Low Risk

LOW RISK

Premises or workplaces where there is minimal risk to persons lives, where the risk of a fire occurring is low with few combustible materials, no highly flammable substances and virtually no sources of heat, or the potential for fire, heat and smoke spreading is negligible and people would have plenty of time to react to an alert of fire and escape.

MEDIUM RISK

Premises or workplaces where there are sufficient quantities of combustible materials and sources of heat to be of greater risk than low but where an outbreak of fire is likely to remain confined or spread slowly allowing persons to escape to a place of safety.

HIGH RISK

Premises or workplaces where there is a serious risk to life from fire, there are substantial quantities of combustible materials and/or the available time needed to evacuate the area is reduced by the speed of development of a fire. Or, where the reaction time to an alert of fire is slower, either because of the type of person present (elderly or infirm) or owing to the activity in the workplace (persons sleeping on the premises).

The consequences for life safety, in the event of a fire, taking into account the nature of the building, its occupancy, management and all fire protection measures observed during this fire risk assessment, are assessed as:

Moderate 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.

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

Extreme Harm: Significant potential for serious injury or death

It is therefore considered that the overall risk to life from fire at this building is:

Tolerable

Tolerable risk rating should be improved. The main factor giving rise to the rating is absence of an appropriate means to give warning of fire.

Section 2: The Fire Risk Assessment

The “responsible person” is deemed to be the Committee of Pant Memorial Institute, registered charity 240435.

This fire risk assessment was organised by Helen Gerald, Secretary to the Institute.

This fire risk assessment was carried out by Martin TIMMIS, MSc, MIFSM, MIFireE, PGDip, Dip RSA, Principal Consultant & Managing Director at **Mr Fire Safety Ltd.**

Date of Assessment: 6th November 2017.

Next routine review: November 2018..

General information

Pant Memorial Hall is a single storey building located adjacent to the main road in the small village of Pant. The building occupies a sloping site; there are no rooms beneath the main floor.

The building is largely constructed from brick and block with some decorative exterior slate panels. There is a pitched tiled roof. Soffits and rainwater guttering are plastic. Windows and doors are uPVC with double glazing.

The building measures approximately 30 metres by 15 metres and is divided into compartments by stud partition and brick walls. There is a main function room, large food preparation room, committee rooms, and a number of ancillary and store rooms.

The Hall is used by various community groups at various times. This includes use by a nursery, and other uses at night. The Hall may be hired to private individuals under a terms and conditions agreement.

Previous fire history

We have not been made aware of any fire incidents at the premises.

There is a low likelihood of deliberate fire setting affecting the property owing to the rear parking area and Hall being overlooked.

Firefighting facilities

There is unrestricted access to the premises for fire engines.

The nearest fire engine is located in Oswestry. An attendance can be expected within 15 to 20 minutes of first alert.

The nearest fire hydrants are located:

- Junction A483 and Pen y Garreg Lane (125mm water main)
- Junction A483 and Tregarthen Lane (125mm water main)

Occupancy – persons at risk

The normal occupancy will not normally exceed 100 people – see significant findings.

There may be occasional contractors on site.

There may be disabled people at the Hall, for whom suitable arrangements are in place. See below.

Ignition sources identified

The electrical system for the building

Portable electrical equipment

Kitchen equipment including microwave oven, toaster, water boiler

Fixed electric heaters.

Heat generating equipment used by (occasional) contractors

Deliberate (wilful) fire setting

Smoking materials – although smoking is not permitted in the building. Smoking is discouraged on site.

Fuel sources

Timber panelling on ceiling in entrance corridor

Timber flooring

Fixtures and fittings

Plastic stacking chairs which have high fire loading

A small number of seat cushions which are not fire resisting.

Large amount of plastic play equipment.

Existing control measures

The Memorial Hall fire safety policy is implied within the General Health & Safety Policy.

A new policy is incorporated within this document which should be adopted.

There is a simple (inadequate owing to means of giving warning) Emergency Plan:

- To raise the alarm (by shouting)
- Evacuate the building, checking rooms on the exit route and closing doors behind you
- Call the Fire & Rescue Service
- Tackle any small fire only if safe to do so
- Meet at the Assembly Point – main car park

There is a small amount of emergency escape lighting to BS. 5622 which adequately covers internal exit routes. This is tested monthly and serviced annually.

There is sufficient firefighting equipment. Fire extinguishers are subjected to an annual service, last conducted in August 2017.

Heating for the buildings is provided by fixed electric heaters which have protective wire cages.

Smoking is only permitted outside the building and is discouraged anywhere on site.

The main entrance door is accessed by a suitable ramp for use by disabled people.

There is escape in two directions from all parts of the Hall – see significant findings.

Most doors are FD30S fire doors. These are generally closed.

The electrical system is subjected to periodic inspection by a competent engineer. The next inspection is due in January 2022.

There are no inner rooms which increase risk to occupants.

Waste is removed by each user at the end of the day. This means there are no bins to provide fuel.

There are sufficient fire safety notices. However, see significant findings.

Curtains in the main room have been treated with fire proofing. This need not be retreated owing to the low likelihood of fire in the main room.

Significant Findings

The main entrance doors are lockable with a key. When the playgroup is in residence the door is locked to ensure security. However, a key is provided on a hook during this time; staff of the nursery are aware of this.

The alternative emergency exit doors have push-bar panic fastenings.

There is escape in two directions. The main escape route passes through the “kitchen”. We consider this acceptable owing to the size of the room, and also that this room is more a “food preparation room”. There is currently no cooker. A cooker might be introduced in the future but is unlikely to significantly increase the hazard.

There are disabled users. These may not always be accompanied. There is a suitable ramp to the main entrance. The alternate entrance has two small steps down. These will not adversely affect use by wheelchair users provided there is some assistance.

The main entrance door is effectively at the end of a “protected corridor” which means it should be available for use at all times by disabled people. However, in the unlikely event that it is not available, egress would be through the kitchen exit. In our view an unaccompanied disabled person could use this exit, but improvements to the route could be by use of a shallow portable ramp. This would need to lead straight out from the door (not turning to the left and down the steps because this would affect normal use of the pavement). A permanent solution could be to provide a ramp across the existing barked area; this would need discussion with the landowner.

Notwithstanding, this would provide an improvement but is not a requirement. For this reason, it is not specified in the action plan.

Fire safety signs and notices are not installed to the current standards. However, we believe that persons using the building will understand the intent of the existing signs.

The store for play equipment is not fully enclosed. There appear to be no ignition sources in the store. For this reason, we consider this acceptable.

There is no external emergency lighting. There is however, borrowed light from street lighting. Simultaneous failure of the street lighting supply and the Hall supply owing to a fire is highly unlikely.

There are hatches between the kitchen & bar, and the main room. These will not adversely affect means of escape but could lead to increased property damage in a fire situation.

Our main concern is that there is no effective means of giving warning in case of fire. The existing arrangement of shouting is inadequate because the building is relatively large and sub-divided, and noise levels could exceed shouting volumes. See action plan.

Hall capacity

There are effectively two double door escape routes from the main hall. Each double door is approximately 1750mm wide. Each exit will allow in excess of 200 people to escape.

One exit is discounted as if it were unavailable due to fire.

Therefore, the theoretical exit capacity of the main hall is 200 people.

The floor space will allow $16\text{m} \times 9\text{m} = 144$ people at a rate of one person per square metre.

However, in our view, a safe occupancy is 120 people.

Action Plan

In order to satisfy current guidance and Codes of Practice, and to ensure compliance with regulations, a number of Actions are required. These actions are related to the significant findings of the fire risk assessment, in other words, areas of non-compliance with regulations.

Action number	What is required?	Priority
Signs and notices		
01/2017	In order to prevent cars from blocking the main entrance a sign should be provided indicating "No Parking".	Medium
02/2017	An assembly point sign is required in the car par to indicate the safe location for a roll call, away from the access route which may be used by emergency responders. 	Medium
Fire alarm system		
03/2017	Our main concern is that there is no effective means of giving warning in case of fire. The existing arrangement of shouting is inadequate because the building is relatively large and sub-divided, and noise levels could exceed shouting volumes.	Very high

	An electrical manually operated fire alarm system is required to BS 5839 Part 1, Type M. This will provide a break glass alarm point at each exit and sufficient sounders to provide an alarm of 90 decibels (90DbA).	
04/017	Although not a requirement, you may wish to consider providing smoke detection within the main room and main corridor, and heat detection in the kitchen to provide an audible warning of fire when the property is empty. This is a goodwill recommendation only and need not be adopted.	Recommendation only
Other matters		
05/2017	We strongly advise that the seat cushions currently stored in the Committee Room are removed from the Hall. These are highly dangerous if ignited.	Very high
06/2017	A well-managed test regime is required for fire safety equipment as follows: FIRE WARNING SYSTEM (when installed). The fire warning system must be tested weekly from the break glass points (a different one each week) and the results of this test must be recorded in the fire log book. The system should also undergo servicing by a competent electrical engineer annually. EMERGENCY LIGHTING SYSTEM The emergency lighting system must be tested monthly by a simple on/off test for each unit to	High

	ensure correct operation and the results of this test must be recorded in the fire log book. Further, the system is required to undergo an annual service by a competent electrical engineer. Torches for use outside should also be checked monthly. ESCAPE ROUTES AND EXIT DOORS ETC - Good practice would indicate that all escape routes, fire doors and exit doors should be inspected on a regular basis to ensure there are no identified hazards or defects and the results of this inspection must be recorded in the fire log book. It appears that this inspection is not being conducted. ALL TESTING AND MAINTENANCE MUST BE RECORDED IN A LOG BOOK AND MADE AVAILABLE FOR SCRUTINY WHEN REQUESTED.	
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You may wish to contact our preferred electrical contractor, who specialises in fire equipment, to provide a quotation for the work on the fire alarm system. He is **Mr Edward Paddock, Paddock Electrical and Fire, 01938 555521.**

Fire Risk Management Policy

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Risk Reduction Strategy

Policy Statement

The Committee of Pant Memorial Hall will ensure that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health & Safety regulations 1999.

Management of fire risks will be undertaken to prevent injury or ill health to employees, customers, contractors and any other persons who may be affected by the activities of our businesses.

Objectives

The objectives of this policy are:

- To ensure that contractors and visitors on the premises known as Pant Memorial Hall are safeguarded from death and injury in the event of fire
- To ensure that systems and procedures are in place to minimise the risk of fire starting or spreading, and to reduce the likelihood of harm from fire
- To reduce the potential for fire to disrupt our business, or otherwise damage property or the environment
- To ensure that Pant Memorial Hall complies with relevant legislation, specifically the Regulatory Reform (Fire safety) Order 2005.

Responsibilities

The Committee of Pant Memorial Hall is ultimately responsible for ensuring that we comply with all statutory fire safety requirements.

The Chairperson of the Committee of Pant Memorial Hall is deemed to be the Responsible Person as identified by the Regulatory Reform (Fire safety) Order 2005.

The Committee **is responsible for:**

- Ensuring that a suitable and sufficient fire risk assessment has been carried out by a competent person, and that a record is maintained of the significant findings
- Ensuring that any actions (control measures) identified within the fire risk assessment have been implemented
- Ensuring that the fire risk assessment is reviewed annually
- Ensuring adequate means of escape are available from the premises
- Ensuring that a suitable fire detection and warning system, appropriate to the risk, is installed and maintained
- Ensuring that there is adequate emergency lighting, sufficient to allow safe egress from the building at all times
- Ensuring that there is adequate exit signage to allow those unfamiliar with the layout to escape from the building
- Ensuring that there is adequate firefighting equipment appropriate to the risks on the premises
- Ensuring that those unfamiliar with the building are given induction when appropriate

Firefighting

There is no obligation on any person to attempt to tackle a fire in the building.

Any person may attempt to tackle a small fire using the fire extinguishers provided, so long as they are confident that they have sufficient training so to do, and that they do not put themselves in any danger.

Committee of Pant Memorial Hall will never be critical of anyone who does not attempt to tackle a fire.

Risk reduction

In order to prevent fires, and in the event of fire to reduce the impact the business we will comply, in so far as is reasonable, with all regulations and guidance.

In particular, we will ensure that:

- We will implement the action plan related to our fire risk assessment.
- Storage of miscellaneous materials will be reduced to as low as possible.
- All equipment on site will be maintained to the highest standards, and a record of maintenance provided.
- Where necessary, equipment will be subject to the requirements of The Provision and Use of Work Equipment Regulations (PUWER).
- We will carry out five yearly periodic inspection and certification of electrical systems, and provide Portable Appliance Testing (PAT) at a frequency determined by risk assessment, currently annually.

Signed:

On behalf of the Committee of Pant Memorial Hall

Contact details:

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Our Services:

- Fire Risk Assessment
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