WOOTTON PARISH COUNCIL

NCALC Council of the Year 2020

FIRE RISK ASSESSMENT

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	CURRENT SITUATION AND OBSERVATIONS	ASSESSOR'S RECOMMENDATIONS
FIRE PRECAUTIONS ACT				
1. Does the building have an existing fire risk assessment?	The fire risk assessment must be kept on site, in an accessible but secure location. The fire risk assessment must be up to date and reviewed when any significant changes occur.	✓	Fire Risk Assessment kept in file on site.	Fire risk assessment to be reviewed annually or when works or a non-standard event are held within the building
SOURCES OF IGNITION (Check, inspect and control)				
2. 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.	✓	N/A	N/A
3. Any electrical equipment (portable and fixed installation)?	Portable electrical equipment should be tested at least annually. Check test stickers on appliances for date of last Portable Appliance Tests (PAT) 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-	✓	All equipment purchased new Electrical equipment brought on site to be in safe condition	Ensure inspections at 12 monthly intervals, and before use

	extension plugs).			
4. What are the smoking arrangements?	Designate a safe smoking area for all users. Ensure prohibition on smoking in other locations Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)	✓	No smoking in the building	Display no smoking signs inside the building.
5. Any heat generating processes such as, cooking etc.?	Ensure equipment is used in accordance with manufacturer's recommendations and is properly maintained. Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.) Ensure ducts and flues are regularly maintained/cleaned. Ensure suitable fire fighting equipment available nearby. Ensure use of hot work 'permits to work' by contractors.	✓	Cooker hob in kitchen area, source of naked flame.	Fire blanket & extinguishers installed in kitchen area
COMBUSTIBLE MATERIALS (Remove, reduce and control)				
6. Any build up of combustible materials? e.g. paper, cardboard or wood.	Ensure good general housekeeping. Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building. (See section 8.) Prevent unauthorised access to combustible materials.	✓	Container is outside the main building area	Store all materials in safe area.
7. Any flammable or highly flammable materials stored in the building?	Avoid use of flammable materials and substances, or reduce levels to the minimum required for the undertaking. Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been carried out? Has information/training been provided?) Store highly flammable substances in fire resisting cabinets and away from ignition sources.	✓	N/A	N/A

8. Is there any rubbish stored externally (e.g. waste skips, bins, etc.)	Waste skips should be kept locked wherever possible and stored away from buildings.. Consider secure storage for other waste containers, particularly where there is a risk of arson.	✓	Skips are regularly emptied and are away from the main building area	Monitor external area.
SOURCES OF OXYGEN (Reduce)				
9. Can steps be taken to reduce the potential sources of oxygen to a fire?	Close all windows, doors and other openings not required for ventilation. Do not store oxidising materials near to any heat source or flammable materials. (Check COSHH assessments and/or product data to identify oxidising materials	✓	Windows, doors open during use of building only.	Ensure all windows and doors are closed before locking the building.
STRUCTURAL FEATURES (Control fire spread)				
10. Any work taken place (or proposed) that may affect the Fire risk assessment	Check for changes to exit routes, doors, exits, etc. that are not shown in the Fire risk assessment. Alterations to buildings will normally require the approval of a Fire Officer.	✓	N/A	N/A
11. 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.	✓	N/A	Complies with current building regulations
12. Is there clear access to electrical equipment?	Ensure unrestricted access to equipment (consumer unit/ fuse box) for maintenance and emergency situations.	✓	Consumer unit/fuse box easily accessible in the reception of the Parish Office with extension fuse board in the cupboard in the main hall.	N/A

13. Does the building contain suspended ceilings?	Areas with suspended ceilings must be separated from escape routes 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). 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.	✓	N/A	N/A
14. Is there a risk of arson?	Do security systems minimise risk of unauthorised access (reducing potential for arson)?	✓	Building locked and secure overnight and when not in use. Security lights, CCTV in use.	No problems.
FIRE DETECTION AND WARNING (Alerting building occupants)				
15. Any smoke/heat detectors?	a) Consider installation in 'high risk' areas. b) Ensure competent engineer services detectors at least annually. Check for record in fire logbook.	✓	Smoke detectors and fire alarm regularly maintained by external company	No problems
16. Any fire call points (break glass)?	c) Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook. d) Ensure a competent engineer services call points at least annually. Check for record in fire logbook.	✓	N/A	N/A

17. Are bells/sounders used to give warning of fire?	e) In noisy areas (where audible signals may not be heard) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems. f) It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people. g) Test fire warning system regularly. Is it clearly audible under normal conditions? Check for record of test in fire logbook. h) Ensure competent engineer services alarm system at least annually. Check for record of service in fire logbook .	✓	Audible alarms easily heard under normal conditions. Responsible person on site during use of building.	Test fire alarms weekly and record in fire logbook
MEANS OF ESCAPE (Safe egress)				
18. 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. b) If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.	✓	Fire evacuation plan displayed in a prominent position on notice board.	No problems
19. 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.)	c) 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. d) Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.	✓	Doorways meet current building regulations. Doorways suitable for wheelchair emergency exit.	No problems

20. Are corridors wide enough?	e) 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.	✓	No problems	No problems
21. What is the condition of escape routes?	f) 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. g) 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 should be provided. h) Are carpets and nosings on stairs in good condition?	✓	Escape routes kept clear at all times. Responsible person on site at all time during building use. Ramp for wheelchair users.	No problems
23. Escape routes - continued.	i) Changes in level that are not obvious should be marked to make them conspicuous. j) 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).	✓	No problems	No problems
24 Are stairways wide enough?	k) 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. (Check Fire risk assessment.)	✓	N/A	N/A
25. How often are fire drills held?	l) Ensure that at least one fire drill is held annually. Check for record in fire logbook. m) 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.	✓	N/A	N/A

26. What is the condition of fire doors?	n) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign). o) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign). p) Fire doors on escape routes should open in the direction of travel. q) 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).	✓	Fire doors fitted to escape routes.	No problems
27. What is the condition of final exit doors?	r) Final exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final doors should be labelled 'Fire door – keep clear.' s) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.' t) Check that fire exit doors can be opened easily and immediately without the use of a key.	✓	No problems	No problems
MEANS OF ESCAPE AND (Safe egress)				
28. 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). c) If lighting is insufficient, emergency lighting should be provided. d) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that	✓	Mains operated with battery backup Illuminated fire exit signs located above fire exits	N/A

	would present a hazard. e) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near fire fighting equipment, outside each final exit. f) Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook. g) A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.			
SIGNAGE (Safe egress)				
29. Is adequate signage in place?	a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above 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. 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'. d) Are signs in positions where they can be clearly seen? e) Are all fire signs conspicuous (not covered or painted over, etc.)?	✓	Adequate signage in place and is clearly visible. Signage complies with Signs and Signal Regulations	N/A
FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)				
30. 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^2).	a) Ensure extinguishers are appropriate to the local risk. 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.) c) Ensure that fire extinguishers, hose reels, etc. are conspicuous	✓	Adequate fire extinguishers are in place and clearly marked for type of safe use.	Documented inspections by an external contractor person.

28. Extinguishers - continued.	(not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view. d) Where full body colour extinguishers (BS5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher. e) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. f) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook. g) Ensure there are notices and/or instructions indicating the correct use of extinguishers.			
31. Is there a hose reel in place?	h) Are there any water extinguishers within reel range? (It is not necessary.) i) Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.	✓	N/A	N/A
32. Are there any dry/wet risers? (Hose attachment points for the fire service.)	j) Check risers are tested annually by the fire service. Check for record in fire logbook. k) Dry and wet risers must be labelled 'dry riser' or 'wet riser' as appropriate (red 'fire fighting equipment' safety signs).	✓	N/A	N/A
33. Are there fire blankets provided? (Please note that older fire blankets may contain asbestos. Contact Safety Officer for further advice.)	l) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing. m) Heavy duty blankets - industrial use where there is the need for the blanket to resist penetration from molten metals. n) Tabs on fire blankets should be approximately 1.5 metres from the floor. o) Ensure relevant staff received instruction on the correct use of fire blankets.	✓	Fire blanket in kitchen area.	N/A
PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)				

34. Is there an emergency plan in place?	a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations. 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. 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. Further advice is available as required. d) Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan.	✓	Emergency escape plan communicated to all. Responsible person on site at all time during building use	N/A
35. Have personnel received sufficient training and/or instruction on evacuation arrangements?	e) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable. f) Do new employees receive instruction on the action to take in event of a fire on their first day of employment? g) 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.	✓	N/A	N/A

36. Is there a need for specialist training in the event of an emergency?	h) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc. i) Are fire wardens in place and are they fully trained in their duties and responsibilities? j) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.) k) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets	✓	N/A	N/A