

RUSLAND READING ROOMS FIRE RISK ASSESSMENT

JULY 2017 (*updated Sept 2017*)

(to be reviewed every 2 years)

RUSLAND READING ROOMS: FIRE RISK ASSESSMENT

1. Introduction

1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to Rusland Reading Room.

1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Rusland Reading Room Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment was carried out in March 2017.

1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

- 1 – Identify fire hazards
- 2 – Identify people at risk
- 3 – Evaluate, remove, reduce and protect from risk
- 4 – Record, plan, inform, instruct and train
- 5 – Review

1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the Reading Room, namely:

1. Entrance lobby
2. Main hall
3. Kitchen
4. Toilet
5. Disabled toilet

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire-fighting and precautionary equipment, escape routes, signs and notices.

1.7 The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

2. Fire Hazards: Sources of Ignition, Fuel and Oxygen

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen (eg cooker, oven, fridge, water heaters, and plate warmer), the oil boiler in the kitchen, water heaters in both toilets, and the portable electric heater.

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all areas.

2.3 The principal sources of fuel are the oil tank behind the Reading Room, and oil supply into the boiler in the kitchen. Other potential sources are paints and varnishes stored in the kitchen cupboards.

2.4 Elsewhere, the main sources of fuel are curtains at each of the main windows and tablecloths when in use.

2.5 The main source of oxygen is the natural airflow through, doors, windows and other openings.

3. People at Risk

People who use the Reading Room and may be at risk if there is a fire include:

- Hirers
- The Reading Room Management Committee
- Local organisations
- Contractors
- Visitors
- Hirers, contractors and visitors who are unfamiliar with the Reading Room layout
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

4. Evaluate, remove, reduce and protect from risk

The risk of fire occurring

4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment and oil boiler located in the kitchen, electric water heaters in the toilets, and the portable electric heater. Combustible materials are kept away from these sources and all equipment and boilers are regularly serviced and maintained in a good state of repair.

4.2 Elsewhere, electric sockets and lighting are well maintained. *Note: advice is currently being sought on possible renewal of electrical circuits, sockets and switchers (March 2017).*

The risk to people

4.3 An evaluation has been carried out of the actual risk to people in the event a fire did start and spread from those areas with the main sources of ignition, primarily the kitchen.

4.4 All rooms are at ground floor level and are open to the two escape routes available which are easily accessible. The two sets of doors on the main route have an additional half door which can be easily opened to provide a wider exit.

Removal/reduction of the hazards

4.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to the users of Room. Removal would not be in the best interests of the Reading Room or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.

4.6 Similarly, the boiler is essential for the comfort and well-being of users of the Reading Room. Potential hazards are minimised through regular servicing.

4.7 The paint and varnishes kept in the kitchen cupboard are away from potential sources of ignition and reduced to the minimum practical, kept tidy and confined to a specific area.

4.8 The Reading Room operates a No Smoking policy in all areas of the building.

4.9 Elsewhere flammable materials are limited to curtains and table-cloths when in use and are kept away from potential hazards.

Removal/reduction of the risks to people

4.10 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely. **It is considered that a smoke alarm and CO monitor should be installed, particularly as the hall is occasionally used for sleep-overs.**

4.11 Fire extinguishers for particular types of fire are situated in the entrance lobby and kitchen. A fire blanket is located in the kitchen.

4.12 There are two escape routes, readily accessible at either end of the building: one through the Entrance Lobby and one through the Kitchen.

4.13 Escape routes are all unencumbered and are listed in the accompanying table. All lead to the outside car parking area that provides open space for safe and easy clearance of the Reading Room.

4.14 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table and plan. Fire extinguishers have operating instructions clearly displayed.

Installation, testing and maintenance

4.15 All fire prevention and fire-fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. An annual check is made of the fire extinguishers, and a certificate of inspection obtained (held by the Secretary). The date of inspection and certification is written on the extinguishers. No test was carried out in 2016 – to action. **Now carried out : 11/9/2017.**

4.16 The whole building electrical system is checked on an annual basis and a safety certificate obtained. All electrical appliances are PAT tested annually.

4.17 Sources of risk are also checked on a regular basis. Weekly observational checks are made of water heaters, fridges, lights, oven, water boiler, oil boiler.

Conditions of Hire

4.18 The conditions of hire of the Reading Room state that fire and other exits must not be obstructed, and that attendees must be made aware of fire exits, assembly points and the location of fire extinguishers

5. Record, Plan, Inform, Instruct and Train

Significant findings and action taken

5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

5.2 A plan showing the general fire safety measures is included in Annex 1.

Emergency plan

5.3 The Reading Room has a relatively simple layout with clear and well signed escape routes. The assembly point is in the car-park. As explained above, the conditions of hire state that fire and other exits must not be obstructed and that attendees to events must be made aware of the fire exits, assembly points and location of fire extinguishers.

5.4 The Reading Room operates a No Smoking policy, with notices clearly displayed.

Information and instruction

5.5 Copies of the Conditions of Hire are provided to hirers who are required to accept and adhere to them.

5.6 Signs indicating the location of fire exits and fire extinguishers are posted at prominent and visible points in the Reading Room.

5.7 A Fire Action Notice is posted up. *Done August 2017.*

5.8 Fire safety advice is given to any contractors.

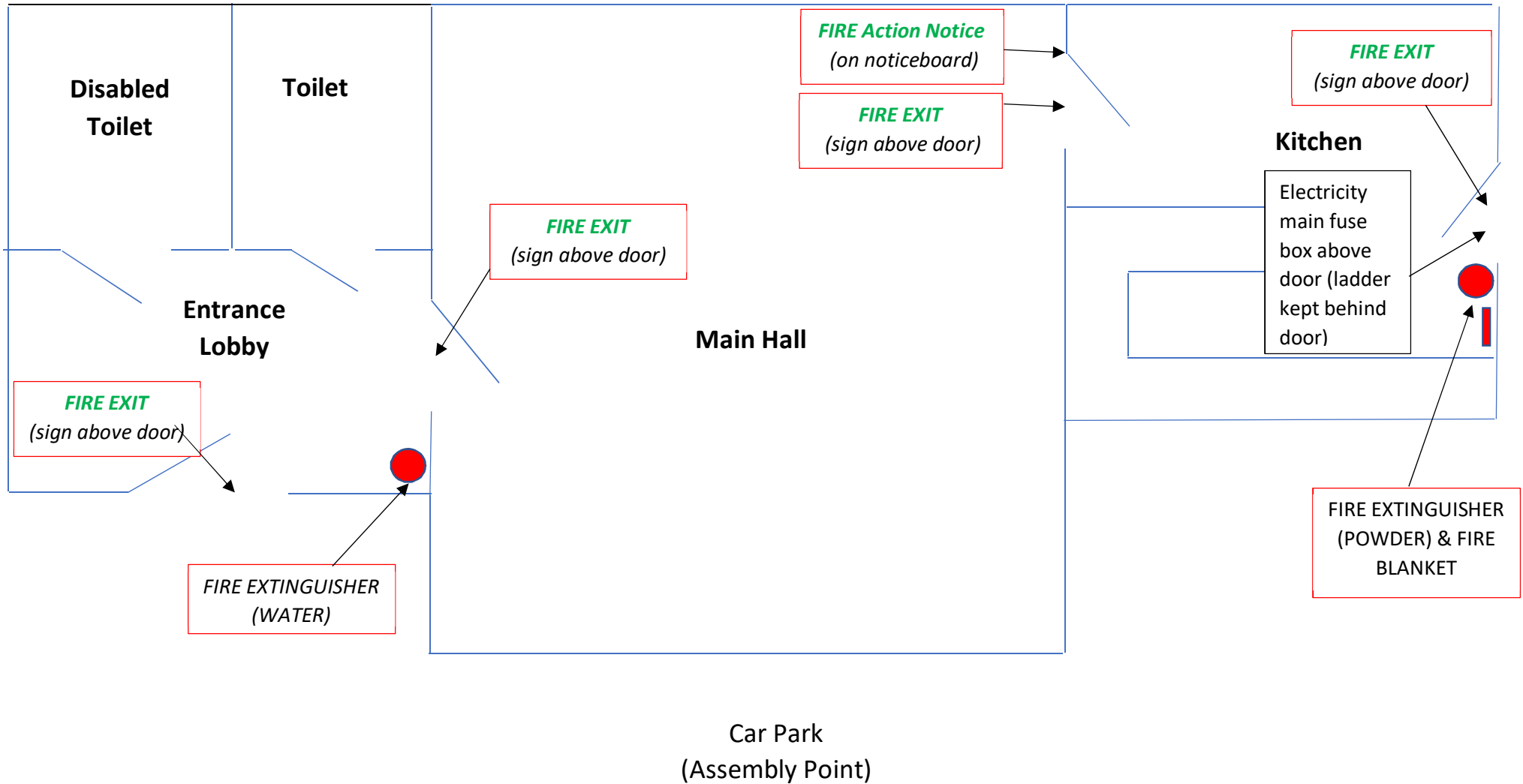
6. Review

6.1 This fire risk assessment has been carried out for the Reading Room following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

Next review due July 2019

Location	Sources of Ignition, fuel, oxygen	Fire detection, fire-fighting and precautionary equipment	Escape Routes	Signs and Notices
Entrance Lobby	Electric sockets and lighting	Water extinguisher	Main door to car park	Fire Exit Sign to be put up.
Toilets	Electric water heaters and lighting			
Main Hall	Electric sockets and lighting. Curtains. Tablecloths when in use.	Installation of smoke alarm and CO monitor advised, as hall sometimes used for sleep-overs. To be actioned.	Internal door to Entrance Lobby exit to car park Door to Kitchen and back entrance to car park	Fire Action Notice now up Fire Exit Sign to be put up
Kitchen	Electric cooker Fridge Water boiler Water heater (under sink) Electric sockets and lighting Electric circuit board Oil boiler Central heating programmer	Powder extinguisher Fire blanket Installation of smoke alarm advised, as hall sometimes used for sleep-overs. To be Actioned	Back door from kitchen to car park	Fire Exit Sign to be put up.

ANNEX 1: FIRE SAFETY MEASURES – LOCATION OF EXTINGUISHERS AND FIRE EXITS



NOTES:

- i) A mobile phone signal can normally be obtained across the road and up by the church door. Otherwise the nearest hamlet for a land line is Thwaite Moss, about ¼ mile up the road – turn left out of the car park.
- ii) Both sets of doors along the main exit route from the Main Hall through the Entrance Lobby have an additional half door that can be opened to allow easier access.