

FIRE RISK ASSESSMENT

The aim of a Fire Risk Assessment is to:

- Identify combustible materials and highly flammable substances in the workplace.
- Identify any sources of heat, which may cause fire.
- Decide whether any staff and/or other people are especially at risk and consider the consequences of a fire on everyone present.
- Assess the likelihood of a fire occurring and decide whether the existing fire safety measures are adequate or need improving.
- To take such action as may be necessary to reduce the likelihood of fire.

The assessment should take into account the following points:

- The work activity taking place.
- The material stored or used.
- The contents of the workplace, including the furnishings.
- The construction of the workplace including the internal linings.
- The size and layout of the workplace.
- The number of people who are likely to be present, whether as employees or otherwise, e.g. members of the public, and their ability to respond in an emergency.

In most situations, and particularly for small areas, the assessment should be straight forward and simple, and nothing more than a careful examination of what could cause a fire and what makes a fire more dangerous.

This means that by using your judgement and knowledge of the business, and your employee's experience of work activity, you will in most cases, be able to make a realistic assessment without seeking outside assistance.

Carrying out the Assessment:

There are no hard and fast rules as to how the assessment should be conducted. The important thing is that it should be both practical and systematic to ensure that the whole of the workplace is examined, every room or area particularly those used infrequently.

For small workplaces it will usually be possible to assess the workplace as a whole, but in larger buildings it may be necessary to divide the workplace into rooms or departments, e.g. offices, stores, workshops etc. Include any escape routes, corridors and stairways etc in the assessment.

The Key Stages of a Fire Risk Assessment:

- Identify any fire hazards i.e. readily combustible materials, highly flammable substances and sources of heat.
- Identify any staff and other persons who are especially at risk.
- Evaluate, remove or reduce from risk.
- Record, plan, inform, instruct and train
- Review and monitor by establishing or review the fire training provisions.
- Create an action plan to address any deficiencies or improve the overall fire safety.

FIRE RISK ASSESSMENT QUESTIONNAIRE

NAME OF PREMISES:	Longhope Sports Pavilion
ADDRESS OF PREMISES:	Station lane Longhope
ASSESSMENT AREA:	Pavilion
WORK ACTIVITY:	Sport Complex
TOTAL NUMBER EMPLOYED:	N/A
MAXIMUM NUMBER OF PEOPLE IN THE WORKPLACE AT ANY ONE TIME:	40

LOW	Few flammable materials, little risk of a fire outbreak and little risk of smoke spread	X
MEDIUM	Have a quantity of combustible materials and sufficient sources of heat to take them out of the low fire risk category. Any such outbreak of fire is likely to remain confined or likely to spread slowly thereby permitting sufficient time to escape.	
HIGH	High risk workplaces or departments of a workplace are those where there may be serious risk to life. These include those places that have substantial quantities of readily combustible solids, liquids or gases that when ignited would cause fire, heat and smoke to spread rapidly. Undesirable building construction features and circumstances relating to occupants such as population density isolated work groups, and disabled persons are factors that need to be considered.	

Assessment carried out by. Dave Beddis Grad IOSH

Company Position Director

Date. 18th August 2020

Review Date. 17th August 2021

Signature. D A Beddis

STEP 1 – IDENTIFY FIRE HAZARDS

POTENTIAL IGNITION SOURCES

HAZARD	YES	NO	Proposed action to eliminate or reduce the hazard
Does work involve a source of heat? e.g. Cooking Welding Incineration etc.	X		Only used twice a month at present. Kitchen will be moved in to the store room area in 2021
Are light bulbs or fittings near to combustible materials?		X	
Is there any faulty or misused electrical equipment including wiring on machinery and the use of multi-point adaptors?		X	
Is there a risk of static electricity?		X	
Is the heating system in a satisfactory condition?	X		
Is the heating system regularly maintained?	X		
Are there portable or radiant heaters used?		X	
Is there a potential for arson?	X		
Is there machinery used that could generate a spark or friction?		X	
Are there hot surfaces?	X		Radiators, oven and hob
Are there any other ignition sources?		X	

COMBUSTIBLE MATERIALS

HAZARD	YES	NO	PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD
Are there highly flammable materials used or stored in the workplace (paint, thinners adhesives etc)?		X	
HAZARD	YES	NO	PROPOSED ACTION TO TAKE TO ELIMINATE OR REDUCE THE HAZARD
Are there flammable gases such as LPG stored?		X	
Do walls/ceilings have combustible coverings? (i.e. decorations or displays of hardboard, plastic tiles or wallpaper)		X	
Are flammable substances stored in appropriate containers?	X		
Is combustible waste correctly managed? (paper, off cuts, dust, etc)	X		
Are there any sources of oxygen present? (Oxygen cylinders or oxidising chemicals)		X	

STRUCTURAL FEATURES

HAZARD	YES	NO	PROPOSED ACTION TO ELIMINATE OR REDUCE HAZARD
Does the workplace include any features that could promote rapid spread, of fire heat or smoke?		X	
Would these features affect escape routes?		X	
Are there any adjacent premises or facilities that may have significant fire risks?		X	
Are procedures in place to control any changes or the introduction of additional hazards in the workplace?	X		Long hope recreation ground management committee maintain the site and will liaise with the author of any changes.

STEP 2 – PEOPLE AT RISK

HAZARD	YES	NO	PROPOSED ACTION TO ELIMINATE OR REDUCE HAZARD
Do employees work in areas of high fire risk?		X	
Can all employees react quickly to a fire or an alarm?		X	New smoke and heat detectors required.
Do employees work alone or in remote areas?		X	
Are all persons made aware of the emergency procedures? (E.g. Visitors, Contractors etc).		X	Plan displayed but new evacuation plan to be displayed once written.
Can large numbers of people who are unfamiliar with the premises (i.e. general public) be present?	X		
Are any employees particularly at risk from the task they carry out?		X	
Are any persons with special needs at risk?	X		Different groups rent the building at present including children and elderly meetings.
Is provision made for those persons sleeping in the premises?		X	

STEP 3 – EVALUATE, REMOVE, REDUCE AND PROTECT

SYSTEM	YES/NO/N/A	PROPOSED ACTION
Are arrangements in place for detecting a fire?	No	New alarms to be fitted.
Are arrangements in place for giving warning in case of a fire?	No	
Will the detection system give sufficient early warning for people who sleep on the premises?	N/A	
Are escape routes free of combustible items / obstructions?	Yes	
Is automatic fire detection provided where fires may	No	As above

develop unnoticed?		
SYSTEM	YES/NO/N/A	PROPOSED ACTION
Has the system been inspected and maintained by a competent person or company?	No	New system to be installed and tested.
Is there a record of regular testing for all parts of the detection system?	No	New logbook set up and testing regime implemented once installation complete.

MEANS OF ESCAPE

SYSTEM	YES/NO/N/A	PROPOSED ACTION
Do escape routes lead to a place of safety?	Yes	
Are there sufficient exits for the number of people present in the workplace?	Yes	
Are escape routes free of combustible items/obstructions?	Yes	
Can all fire safety signs and fire exits signs be clearly seen	No	New assembly point sign to be fitted to tennis courts fence.
Where necessary do fire exit doors open in the direction of escape	No	Doors need to open in the direction of escape. Ensure doors such as double doors in main area are suitable and have appropriate push bar openers.
Are all internal fire doors labelled?	N/A	
Are corridors/staircases protected where necessary?	Yes	
Are escape routes of adequate width?	Yes	
Are fire doors and their self closing devices maintained and in working order if fitted?	No	Fire door to be fitted to boiler cupboard with a smoke seal and self-closure and also door adjacent into changing rooms and escape passageway.
Taking account of the reaction time, can all people get to a place of safety within 2-3 minutes?	Yes	
Taking account of reaction time, can people in a high risk area or with only one	N/A	

escape route, reach a place of safety or point where more than one route is available in about 1 minute?		
SYSTEM	YES/NO/N/A	PROPOSED ACTION
Can the alarm be raised without anyone being placed at risk?	No	New alarm to be installed.
Are door fastenings simple to open without the need for a key?	No	New doors in main room to be changed to fire doors which open outwards with push bar.
Where necessary do fire doors self close?	No	Required for boiler door and door leading to changing rooms.
Are escape routes adequately signed using pictograms?	Yes	
Are escape routes normally adequately lit?	yes	
Where necessary is escape/emergency lighting sufficient?	Yes	
Are adequate escape provisions made for people with special needs?	No	New doors in main room for disabled access.
Is there suitable and sufficient fire-fighting equipment of the correct type?	Yes	
Are portable fire extinguishers, fire blankets suitably located?	Yes	
Is there fire-fighting equipment sited on exit routes or adjacent to exits?	Yes	
Are sufficient numbers of employees competent in the use of fire-fighting equipment?	N/A	
Is fire-fighting equipment clearly visible and are fire instructions clearly displayed?	Yes	
Has all fire safety equipment been regularly checked and maintained in accordance with manufacturers	No	New logbook to be set up.

recommendations and those laid down in the Fire Reform Act 2006		
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STEP 4- RECORD, PLAN INFORM, INSTRUCT & TRAIN

RECORD AND PLAN	YES/NO	PROPOSED ACTION
Are there arrangements for calling the fire service?	Yes	
Are there evacuation procedures for all staff?	Yes	
Are there evacuation procedures for the disabled?	Yes	
Are there procedures for liaison with the emergency services?	Yes	Group leader to advise of emergency.
Has information been provided to the emergency services regarding rescue and fire-fighting (in respect of any special risks involved within the workplace)?	N/A	
Is training carried out regarding the Fire emergency plan?	No	Information to be given upon booking of new fire procedures
Is this training refreshed regularly?	N/A	
Are visitors, contractors informed of the fire arrangements?	Yes	
Are there evacuation muster points and are they clearly marked?	No	New sign to be installed on tennis court fence.
Is there a person detailed to pick up the visitors book (if applicable)?	N/A	
Are there persons detailed to ensure the building or site is clear?	Yes	Group booking lead name is responsible for evacuation of people meeting in their group.

RECORD AND PLAN	YES/NO	PROPOSED ACTION
<p>Has diagrams (s) of the workplace been completed showing:</p> <ul style="list-style-type: none"> • Essential structure features; • Fire fighting equipment; • Fire alarm points; • Location of control valves for fire systems • Location of main services shut off valves; • Escape routes and signs. 	Yes	
<p>Does the plan show the current situation and indicate:</p> <ul style="list-style-type: none"> • Location of fire-fighting equipment • Self closing doors • Fire alarm points • Emergency lighting • Fire segregation areas • Fire exits and routes • Assembly points 	No	<p>More detail required on plan and displayed at more exit points. Plan of the building and evacuation plan sent to all group leaders prior to attending the site.</p>
<p>Does the plan cover?</p> <ul style="list-style-type: none"> • The action required of all employees, visitors and contractors in the event of a fire? 	Yes	

<ul style="list-style-type: none"> • How persons will be warned of a fire? • Where the assembly points are? • Procedures for checking buildings have been evacuated and all persons are accounted for? • Provision for disabled persons? • How the fire service is to be called and by who? • Who is to liaise with the fire service on arrival? • Provision for first aid and first aider's in the event of injury? 		
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TRAINING	YES/NO	PROPOSED ACTION
<p>Is there a fire training programme and does it cover:</p> <ul style="list-style-type: none"> • How to raise the alarm? • Evacuation procedures for everyone including visitors and contractors? • The location of exit routes and how to open the doors? • The location of fire assembly points? • How and when to use fire fighting equipment? • How to isolate the main 	<p>Yes</p>	<p>All groups given the new procedures prior to entry.</p>

electric and gas supply?		
Where appropriate are arrangements in place to stop machinery, processes and isolate supplies in an emergency?	Yes	All group leaders advised of how to turn off electric supply if required.
Is there trained fire wardens?	N/A	
Are all staff informed and aware of the importance of the following: <ul style="list-style-type: none"> • Good housekeeping? • Storage and limits of combustible materials /substances? • Location and identification of potential heat sources? 	Yes	Instructions for groups hiring the building given out before attending site.

STEP 5 – REVIEW AND MONITOR

REVIEW AND MONITOR		PROPOSED ACTION
Does the fire risk assessment get reviewed regularly?	Yes	
How frequent will the assessment be reviewed?	Annually	
How will changes in the workplace, which require a revision of this assessment, be incorporated?		Author will be contacted regarding any changes and a review or new assessment carried out.
Date of next assessment	17th August 2021	

ACTION PLAN

ACTION REQUIRED	BY WHOM	TARGET DATE	DATE COMPLETED	SIGNATURE
New detection system installed in main room, store room and corridor of changing rooms. See link for details of recommended system	Gary Nicholas	September 2020		
New fire doors and self-closures for boiler room and door leading to changing rooms. Smoke seals to be fitted around each door.	Gary Nicholas	October 2020		
Update of plan of building showing more detail such as exit routes, fire equipment, emergency lighting, main electric board and assembly point.	Gary Nicholas	September 2020		
New disabled doors in main room to be new fire exit point. Doors to open outwards and have push bars or similar fitted.	Gary Nicholas	November 2020		
Fit assembly point sign on to tennis court fence at the point discussed.	Gary Nicholas	September 2020		

Set up a new fire folder and logbook to keep all paperwork such as test certificates for equipment and record of testing equipment by caretaker.	Gary Nicholas	September 2020		
New hire agreement to have fire plan and evacuation procedures sent out.	Gary Nicholas	September 2020		