



# Fire Risk Assessment

## **Liskeard Public Hall**

3-5 West Street  
Liskeard  
Cornwall  
PL14 6BW

Date of Fire Risk Assessment:

24<sup>TH</sup> July 2020

Recommended Review

July 2021

Unique Site Identification No - 360/20

# Fire Risk Assessment Report

Date of Assessment	24 <sup>th</sup> July 2020
Recommended date of review	July 2021
Name of Assessor	Paul Vann-Hands – FRA Compliance Limited
Business Name	Liskeard Town Council
Assessment Address	Liskeard Public Hall, 3-5 West Street, Liskeard PL14 6BW



## General Statement of Policy:

It is the policy of Liskeard Town Council to protect all persons including employees, contractors and members of the public from potential injury and damage to their health which might arise from work activities, or whilst visiting Liskeard Public Hall.

Liskeard Town Council will provide and maintain safe working conditions, equipment, and systems of work for all employees, they will provide such information, training, and supervision as they need for this purpose. Liskeard Town Council will provide a high level of commitment to health and safety and will comply with all statutory requirements.

## Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005.

HM Government fire safety risk assessment guide for small and medium places of assembly

## The Regulatory Reform (Fire Safety) Order 2005

*The following information has been extracted from HM Government guidance and outlines some of the main requirements of the Order.*

*The Order replaces previous fire safety legislation. Any fire certificates issued under the Fire precautions Act 1971 will cease to have effect. The Order covers general fire precautions and other fire safety duties which are needed to protect relevant persons in case of fire in and around the premises.*

*Responsibility for complying with the Order rests with the ‘responsible person’ in the workplace; this is the employer and any other person who may have control of any part of the premises, e.g. manager or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take responsible steps to co-operate and to co-ordinate with each other.*

### **Other fire safety duties you need to comply with include:**

**You must** appoint one or more competent persons, depending on the size of your premises, to carry out any of the preventative and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough experience or knowledge and other qualities to be able to implement these measures properly.

**You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.

**You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

**You must** before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

**You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.

**You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.

**You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.

If you are not the employer but have any control of the premise which contain more than one workplace, **you are also responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.

**You must** consider the presence of any dangerous substances and the risks this presents to persons from fire.

**You must** establish a suitable means of contacting the emergency services and provide them with all relevant information about dangerous substances.

**You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you and from time to time throughout the period they work for you.

**You must** ensure that premises and any equipment provided in connection with fire- fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and that they are all maintained by a competent person and remain in efficient working order and in a good state of repair.

**Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

## Scope of this Fire Risk Assessment

1. These premises are covered by the Regulatory Reform (Fire Safety) Order 2005 that came into force on the 1 October 2006 where fire safety is now determined through a Fire Risk Assessment. It is assumed that when this building was built it complied with Building Regulations in force concerning structural fire protection and that any structural alterations have not been made since that could compromise fire protection in the building.
2. The fire risk assessment has been conducted and recorded on behalf of the responsible persons identified within this report.
3. The fire risk assessment was a non-destructive and non-invasive survey. The Fire risk assessments findings are based on visual observations only, unless otherwise stated.
4. In general, the structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during this fire risk assessment. The Responsible Person has a duty for ensuring that appropriate inspections and maintenance of the structural aspects of the buildings, including the above, are carried out.
5. The purpose of this report is to provide an assessment of the risk to life from fire in these premises, 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.
6. This Fire Risk Assessment report has been produced at its core using the guidance and methodology recommended in British Standards Institution PAS 79:2012 the report makes comments and recommendations for the Client's actions, implementation, and record.
7. The report represents only the best judgement of the fire risk assessor from FRA Compliance named in this report and may be partly based on information provided by the responsible person or other persons indicated in the fire risk assessment summary. No liability whatsoever is accepted for the accuracy of information obtained from these persons.
8. The fire risk assessor has no control over the premises or its ongoing management. The recommendations have been made to assist the responsible person in complying with the Regulatory Reform (Fire Safety) Order 2005, where the legislation is appropriate to the premises.
9. This Fire Risk Assessment is central to good management practice in fire safety. It will help you ensure that your fire safety procedures, fire prevention measures and general fire precautions, (plans, systems, and equipment) are all in place and working properly, and it identifies issues that need attention.

## Important Notes:

A Fire risk assessment is a subjective process and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.

This fire risk assessment has been carried out for, and on behalf of the responsible person, with any information contained in this report for their consideration to adopt or not. The recommendations are not mandatory or compulsory, but advice for the responsible person to consider.

As the Responsible Person you have chosen to have the fire risk assessment for the premises undertaken by a competent person from FRA Compliance. The assessment has focused on the safety in case of fire of all 'relevant persons', identified the risks and made recommendations of how to improve fire safety to the premises. However, as the Responsible Person you have a duty to take ownership of this assessment, to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take. Any actions you do take should be recorded in the 'Action Plan' section of this document.

There is a section headed – Legislation, toward the end of this document which outlines further guidance relating to the Regulatory Reform (Fire Safety) Order 2005, which you should read carefully.

This document should be kept in a safe place along with the Fire Safety Manual/Log Book and other relevant Fire Safety Documents (including the Emergency Plan) with relevant fire safety systems equipment inspection and recorded periodic maintenance certificates issued for the premises.

## Limitations of the Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005, places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. FRA Compliance are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared. No opening up of any part of the structure was carried out. The operational electrical and mechanical worthiness of any plant and equipment is outside the scope of this report, although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems. The checking of the integrity of fire compartmentation within floor and ceiling voids is also outside the scope of this report. Compartmentation will be visually assessed, as far as is possible, in all other accessible areas of the premises. All comments and recommendations within this fire risk assessment are based on a visual inspection only.

### REVIEW SCHEDULE

The fire risk assessment (FRA) and fire safety measures presented throughout this document are correct at the time of the assessment. This FRA is a live document, in that it cannot remain valid for an unlimited length of time. Therefore, this FRA should be subject to review when:

- \* Structural or material alterations take place
- \* Change in the use/activities is undertaken
- \* Significant change of staff/ownership occurs
- \* Significant change in fire precautions occurs
- \* Change in the applicable legislation occurs
- \* There is a near miss or occurrence of a fire
- \* 12 months have elapsed since the Fire Risk Assessment was conducted
- \* At any other time where it is considered necessary to do so

### Document Control

Compiled by	Paul Vann-Hands FRA Compliance Limited	On behalf of	Jacqui Orange Facilities Manager
Signature	<i>Paul Vann-Hands</i> Electronic Signature	Signature	
Date	24 <sup>th</sup> July 2020	Date	
Report No.	360/20	Version	Revision 1

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## 1. BUILDING DESCRIPTION AND USE:

Description of Building/Business	
Type of Premises	Public Hall
Nature of Business	Council Chambers, offices, meeting rooms and facilities to various public entertainment
Construction of Building	Local stone/brick, timber floors and timber stairs all under a slate roof.
Approximate Date of Building	Exact date of construction is unknown, but thought to have been in the late 1800's
Number of Floor Levels	Ground level + One
Number of Floor Levels Below Ground Level	Nil
Number of Internal Flights of Stairs	One main central stairway and a couple of side small stairways
Number of Fire/Final Exits Available	Four
Was the Whole or Part of the Business Assessed	Whole, apart from any loft or void areas
Evacuation Strategy	Simultaneous
Maximum number of people likely to be present at any one time	500
Nearest Fire Station & Distance	Liskeard Fire Station, Greenbank Road, Liskeard PL14 3DW Approximate Distance from site – 0.3 Miles
Past Fire History	None known
Fire Risk Rating (See Section 3 Part 15)	<b>TOLERABLE</b>
Fire Risk Ratings - Action and Timescale	No major additional controls required. However, there is a need for reasonably practicable improvements that involve minor or limited cost.
Limitations of this report; The following areas were either locked, not reasonably accessible for reasons of health and safety, outside of the scope of the works requested or where excessive damage would have been caused to access the areas:	No survey of any loft or void areas were carried out for reasons of health & safety

**2. GENERAL OBSERVATIONS:**

2.1	Was the responsible person on site?	YES	Jacqui Orange
2.2	Has any information been provided from a staff member?	YES	Jacqui Orange
2.3	Was the past fire risk assessment available on site?	YES	Completed by FRA Compliance on 31/01/19 Report No 144/19
2.4	Does this fire risk assessment cover the Whole of the building?	YES	Apart from any loft or void areas
2.5	Is smoking permitted anywhere in the building?	NO	N/A
2.6	Is there a lift or lifts within the buildings?	YES	One x Disabled Lift
2.7	Has the building got a lightening protection system installed?	NO	Buildings should be subjected to a lightening risk assessment; BS EN 62305-2: protection against lightening Risk Management (ref 6) describes the risk assessment methods
2.8	Are there portable heaters being used within the business?	NO	None noted during inspection survey
2.9	Arson is it a concern?	YES	Arson is always a concern. <i>Measures on how to reduce Arson – See Section 16</i>
2.10	Are all persons made aware of emergency procedures Staff & Visitors?	YES	There are 'Fire action' signs on display, located adjacent to all manual fire alarm call points
2.11	Can the premises be evacuated safely within a reasonable time?	YES	N/A
2.12	Are there any unacceptable "Dead End" situations?	NO	N/A
2.13	Are escape routes free from combustible materials and any tripping hazards?	YES	N/A
2.14	Are steps and stairs in a good state of repair?	YES	N/A
2.15	Are escape routes of sufficient width?	YES	N/A
2.16	Is there an established Assembly/Muster Point?	YES	Westbourne Car Park
2.17	Are all fire doors in good working condition and self-closing?	NO	See Section 5.4
2.18	Is there any potential for rapid fire/smoke spread?	YES	See Sections 5.4 & 5.5

### 3.POTENTIAL FIRE HAZARDS AND RISKS:

#### Managing Fire Safety;

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

The fire risk assessment will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

A fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- \* To identify the fire hazards.
- \* To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- \* To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

#### Fire;

For a fire to start, three things are needed:

**\* a source of ignition, fuel and oxygen**

If any one of these is missing, a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

#### Identify sources of ignition:

You can identify the potential ignition sources in your premises by looking for possible sources of heat which could get hot enough to ignite material found in your premises. For example;

#### Examples of Potential Sources of Ignition (Heat)

- Electrical, gas or oil-fired heaters (fixed or portable), room heaters
- Hot processes, e.g. welding in workshops or by contractors
- Naked flames, candles, etc
- Cooking equipment, hot ducting, flues and filters
- Poor electrical installations, e.g. overloads, heating from bunched or damaged cables
- Faulty or misused electrical equipment
- Chemical agents
- Smoking material e.g. cigarettes, matches and lighters
- Light fittings and lighting equipment, halogen lamps, display lighting
- Central heating boilers
- Hot surfaces and obstructions of equipment ventilation, e.g. office equipment
- Failure of temperature control thermostats on hot work/cooking processes
- Steam pipes, frictional generated heat from mechanical equipment
- Arson – Deliberate ignition, vandalism

### Identify sources of fuel:

Anything that burns is fuel for a fire. You need to look for the things that will burn reasonably easily and are in enough quantity to provide fuel for a fire or cause it to spread to another fuel source. Some common 'fuels' found are:

#### Examples of Potential Source of Fuel

- Flammable liquids-based products – paints, varnishes, thinners and adhesives
- Flammable liquids and solvents – petrol, white spirit, methylated spirit, cooking oils
- Flammable chemicals – certain cleaning products, photocopier chemicals
- Flammable gases – liquefied petroleum gas (LPG), flammable refrigerants, aerosols
- Food stuffs containing sugar and oils
- Paper, shredded paper, books, decorations wall hangings, cardboard, plastics, rubber
- Packaging materials, Waste material, litter products, swarf, wood shavings, dust
- Furnishings, curtains, window blinds, clothing, surface linings
- Office equipment, contents of cupboards, office stationery

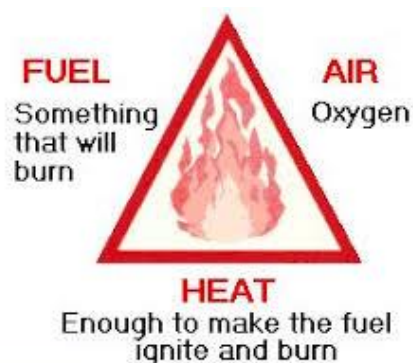
You should also consider the materials used to line walls and ceilings, e.g. polystyrene, carpet tiles, the fixtures, and fittings, brought in materials, and how they might contribute to the spread of fire.

### Identify sources of oxygen:

The main source of oxygen for a fire is in the air around us. In an enclosed building this is provided by the ventilation systems in use. This generally falls into one of two categories: natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building. Additional sources of oxygen can sometimes be found in materials used or stored at premises such as:

#### Examples of Potential Source of Oxygen

- Atmosphere - Natural airflow through doors, windows, and other openings
- Mechanical air conditioning systems
- Some chemicals (oxidising materials)
- Oxygen supplies from cylinder storage and piped systems
- Medical oxygen



## GUIDANCE NOTES:

### Reducing Sources of Ignition

- Removing unnecessary sources of heat from the workplace or replacing them with safer alternatives
- Ensuring that all electrical fuses and circuit breakers are of the correct rating and suitable for the purpose
- Ensuring that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment
- Keeping ducts and flues clean
- Prohibit Smoking Entirely
- Ensuring that all equipment that could provide a source of ignition is left in a safe condition, even when not in use
- Taking precautions to reduce the risk of arson

### Minimising the Potential Fuel for a Fire

- Removing flammable materials and substances or reducing them to the minimum required for the operation of your business
- Replacing materials and substances with less flammable materials
- Ensuring flammable materials are handled, transported, stored and used properly
- Ensuring adequate separation distances between flammable materials
- Storing highly flammable materials in fire resistant stores and containers

### Reducing Sources of Oxygen

- Closing doors, windows and other openings not required for ventilation, particularly out of working hours
- Shutting down any ventilation systems which are not essential to the running of the workplace
- Not storing oxidising materials near or with any heat source or flammable materials

(The above is not a comprehensive list and should be used as a guide only)