

Fire Risk Assessment Report

Guildhall
Pike Street
Liskeard
Cornwall
PL15 3JE

Initial Survey

<i>Compiled by</i>	<i>Paul Trueman</i>	<i>On behalf of</i>	<i>Liskeard Town Council</i>
<i>Date</i>	<i>12/09/2016</i>	<i>Review Date</i>	<i>09/2017</i>
<i>Report No.</i>	<i>0916/53</i>	<i>Signed</i>	

Preamble

The Guildhall is an attached property currently used for office accommodation and a gym/keep fit facility and shops. The premises is over two floors, (ground and first floors) with mezzanine floors and constructed of stone/brick with timber floors and timber stairs under a slate roof. The upper floor of the premises is served by a main entrance of Fore Street leading up to the main hall and a second entrance of Pike Street to the offices. Secondary stairs lead down to a mezzanine floor off the office landing and there is also a balcony over the main hall. Shops are accessed individually off Fore Street. At the rear of the shops there is common area and store rooms – one of these rooms is used by customers for therapy.

Each tenant is considered to be a self-contained unit with the occupier being responsible for fire and their own safety. The common area of stairs and hall ways, structurally protected from a fire, is the responsibility of the owners/agent or nominated Responsible Person as well as occupants.

The nearest water supplies are from street hydrants located in Pike Street with nearest fire station being in Liskeard.

The risk assessment has been carried out by physical examination of the premises and information gathered from Tony Mission (facilities manager) and tenants.

The assessment has been carried out for, and on behalf of the council, 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 council to consider.

Note: As the Responsible Person you have chosen to have the risk assessment for the premises undertaken by a competent person from JTP Associates. 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 section 4 of this document.

There is an Appendix to the rear of this document which outlines further guidance relating to the Regulatory Reform (Fire Safety) Order 2005, which you should read carefully.

CONTENT

<p>Section 1 – Premises Audit</p>	Page No. 4
<p>This section sets out the process for checking the current fire precautions and actions taken for the protection against fire and safety of the staff, residents and visitors. It is basically looking at the hazards that exist and risks they pose.</p>	
<p>Section 2 – Significant Findings</p>	Page No. 9
<p>This section looks at the risks identified in section one and:</p>	
<ul style="list-style-type: none"> ○ Evaluates the risk of fire occurring ○ Evaluates the risk to people from fire ○ Evaluates how to reduce the hazard that may cause a fire ○ Evaluates how to reduce the risk to people from fire. 	
<p>Section 3 – Recommendations</p>	Page No. 12
<p>This section provided detailed recommendations made by JTP Associates, for the client to consider as measures to reduce the hazards and risks as well as improve the protection from fire.</p>	
<p>Section 4 – Review</p>	Page No. 17
<p>This section is left blank and is provided for the client to record their actions taken in respect of the recommendations made in section 3.</p>	

SECTION ONE

PREMISES AUDIT

FIRE HAZARDS AND IGNITION SOURCES

Ideally fire hazards and the risk they may pose should be reduced or removed to an acceptable level whereby the risk of a fire starting is as low as reasonable practicable.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Smoking • Electrical power supply • Electrical appliances. • Electrical installation • Lighting • Electric heating • Cookers and kitchen appliances • Acts of cooking • Office equipment • Office stationery etc. • Packaging • Fixtures and fittings • Shop goods • Gym mats and crash pads • Storage • Furnishings • Contents of cupboards • Decorations wall hangings • Waste materials • Poor surface linings • Fire from adjoining units • Contractors • Arson 	<ul style="list-style-type: none"> • Fire caused by discarded cigarette (no evidence of smoking in common areas at time of inspection). • Fire from defective equipment • Fire involving services • Fire involving electrical equipment. • Fire involving cooking appliances • Fire involving storage • Fire in communal room preventing escape • Fire spread from adjoining units • Fire due to contractors • Fire due to arson/deliberate ignition. • Smoke in common area affecting people leaving the building. • Fire in the common area preventing people leaving the building.

FIRE WARNING SYSTEM

The primary purpose of a fire warning system is to alert occupants, to enable them to move away from the fire to a place of ultimate safety.

The fire warning system consists of: Main powered fire alarm with some smoke/heat detection, call points and sounders linked to the alarm panel located in entrance off Pike Street

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Limited detection 	<ul style="list-style-type: none"> • Occupants would not be alerted of a fire in the premises. • Occupants may be slow to react to a fire • Fire may spread before occupants are alerted

FIRE FIGHTING EQUIPMENT

Fire fighting equipment is provided for the purpose to protect people and to reduce the risk of a small fire developing into a large one.

The fire fighting equipment consists of: Good distribution of extinguishers on first floor.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Limited fire fighting equipment provided in ground floor shops. • No extinguisher provided in first floor kitchen 	<ul style="list-style-type: none"> • Limited means of fighting a fire in the shop units • Fire could grow and spread unchecked in the early stages

MEANS OF ESCAPE

The principle upon which escape routes should be designed is to ensure, as far as possible, that occupants should be able to turn away from the fire and escape to a place of relative safety and then proceed to a place of ultimate safety away from the building.

The means of escape consists of: First floor – Protected stairs leading to ground floor of Pike Street, Open stairs off balcony and from main hall leading ground floor of Fore Street.
Ground floor – independent front entrance/exit doors from shop units into Fore Street; common area to rear of shops leading to staircase lobby off Pike Street and exit.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • A number of fire doors do not meet FD30(S) standard. • A number of unprotected dead end conditions • Rope hand rails from balcony • Sliding doors from balcony • Breaches in compartmentation 	<ul style="list-style-type: none"> • Unnecessary fire spread • Unnecessary smoke spread. • Risk of trip and fall accidents

EMERGENCY ESCAPE LIGHTING

The purpose of emergency escape lighting is, in the event of a mains lighting failure, to illuminate escape routes and other equipment as necessary,

The emergency escape lighting system consists of: Emergency escape lighting provided throughout the premises.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Emergency escape lighting considered reasonable 	<ul style="list-style-type: none"> • Emergency escape lighting appears reasonable but should be tested during hours of darkness to ensure adequate illumination is provided.

SIGNAGE

The purpose of signs are to help people identify escape routes, fire equipment, fire warning arrangements and instructions as deemed necessary.

The signage consists of: Exit signage, fire instructions, fire extinguisher signage, door signage

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Signage reasonable with minor improvements required. 	<ul style="list-style-type: none"> • Signage is considered to be reasonable for the risk and occupancy.

OTHER ISSUES

In addition to physical measures to reduce the risk of fire there are other issues such as: Emergency Evacuation Procedures, Staff Training, Testing equipment and Record keeping.

There is evidence of :- Test records, evacuation plan

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Limited evidence of training • Limited evidence of instruction being supplied to tenants • Limited evidence of protective equipment being tested • Limited records being kept 	<ul style="list-style-type: none"> • Occupants may not know what to do or how to react in the event of a fire. • Limited records to demonstrate tests have been carried out

SECTION TWO

ASSESSMENT OF
SIGNIFICANT FINDINGS

Sheet Number	Floor/Areas	Use
1	First and second floor	Shops, offices, entertainment

FIRE HAZARDS AND RISKS		
Source of ignition	Source of Fuel	Source of Oxygen
<ul style="list-style-type: none"> Smoking Electrical power supply Electrical appliances. Electrical installation Lighting Electric heating Cookers and kitchen appliances Acts of cooking Office equipment Fire from adjoining units Contractors Arson 	<ul style="list-style-type: none"> Food stuff Office equipment Office stationery etc. Packaging Fixtures and fittings Shop goods Gym mats and crash pads Storage Furnishings Contents of cupboards Decorations wall hangings Waste materials Poor surface linings 	<ul style="list-style-type: none"> Atmosphere

PEOPLE AT RISK
<ul style="list-style-type: none"> People who work alone or in isolated areas e.g. cleaners, night staff or security staff. People who are unfamiliar with the premises e.g. visitors, seasonal workers, new staff, contractors and customers. Unaccompanied children and young persons People with disabilities e.g. vision, hearing or mobility

REDUCTION AND PROTECTION	
Evaluation of the risk of fire occurring.	<ul style="list-style-type: none"> ➤ Moderate risk of fire in common areas ➤ Moderate risk of fire in remainder of property ➤ High risk of fire spread
Evaluation of the risk to people from fire.	<ul style="list-style-type: none"> ➤ Low risk if fire detected early. ➤ Moderate risk to people if fire is not detected and allowed to grow and spread ➤ Higher risk to people in lower mezzanine floor or on balcony. This due to distance of travel and only one way out. ➤ Moderate risk of affecting people in common area
Evaluation of hazard reduction from fire.	<p>Current reduction methods include:</p> <ul style="list-style-type: none"> ➤ No smoking policy in communal areas ➤ Good electrical installation ➤ Limited ignition sources in stairs and corridors <p>Further reduction methods</p> <ul style="list-style-type: none"> ➤ Ensure No Smoking policy is observed ➤ Undertake Portable Appliances testing ➤ Ensure electrical equipment is serviced and maintained ➤ Limit storage in common area ➤ Improve control systems
Evaluation of risk reduction from fire.	<p>Current fire protection methods include:</p> <ul style="list-style-type: none"> ➤ Fire alarm system installed. ➤ Fire fighting equipment provided ➤ Good means of escape. ➤ Generally good fire doors ➤ Primary lighting satisfactory ➤ Emergency escape lighting provided ➤ Protective equipment tested. ➤ Emergency evacuation plan <p>Further fire protection measures:</p> <ul style="list-style-type: none"> ➤ Improve the fire alarm system. ➤ Improve the provision of fire- fighting equipment ➤ Improve the means of escape. ➤ Improve fire doors - to FD30(S) standard. ➤ Examine emergency escape lighting ➤ Examine emergency evacuation plan

SECTION THREE

RECOMMENDATIONS

Action	Suggested Timescale	Risk Level
Considerable resources may have to be allocated to reduce the risk. . If the building is occupied, immediate action should be taken. There may be a need to restrict the use of the building or relevant area.	Immediate Action	URGENT
Item deemed to be a substantial risk and a threat to the safety of those occupying the premises and/or current precautionary measures.	Should be addressed within 3 months	HIGH
It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within the defined time period.	Should be addressed within 6 months	Moderate
No major additional controls required. However, there may be a need for minor works or consideration of improvements	Should be addressed within 12 months	Low
No material changes required. There is just the need for improvement and on-going management controls.	On-going management	General

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

No	RECOMMENDATION	PRIORITY
	FIRE HAZARDS – IGNITION SOURCES	
1	Ensure smoking in the premises is prohibited.	General
2	Operate a safe smoking policy in designated outside smoking areas, ensuring sufficient ashtrays or metal receptacles are provided and cleaned appropriately and prohibit smoking elsewhere.	General
3	<p>Ensure that sources of heat are kept away from flammable materials. Particular attentions should be paid to :-</p> <ul style="list-style-type: none"> • Materials on or near heaters • Paper or stationery near electrical wires and sockets. • Paper storage and plastics next to electric intake. • Storage of paper or combustibles on or near electrical equipment. • Use of candles/naked flames 	General
4	Ensure cooking and catering equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.	General
5	Ensure electrical equipment is installed, used maintained and protected in accordance with the manufacturer's instruction.	General
6	The electrical installation should be checked and certified safe by a qualified Contractor every 5 years.	General
7	Any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician strictly in accordance with I.E.E. Regulations. Wiring should be examined regularly to ensure that the relevant standards are maintained.	General
8	All portable electrical appliances should be PA tested annually.	General
9	Ensure all non-essential electrical items are switched off at the end of each day.	General
10	The staircase/corridors should be cleared of /storage and maintained clear.	General
11	Reduce stock in common area at rear of shops to ensure a clear path is maintained from each shop unit to the emergency exit. See also recommendation 22.	General

12	Ensure that foam mats/crash pads are of non-combustible foam.	General
13	Arson is an increasing problem that can undermine the fire safety scheme; it can cost lives and be very costly. It is recommended that you take action to avoid any parts of the premises being vulnerable to arson or vandalism.	General
	FIRE ALARM	
14	The existing fire warning system should be modified or replaced as necessary to conform fully to BS 5839: Part 1: Category L3 system.	Moderate
	FIREFIGHTING EQUIPMENT	
15	Provide fire extinguishers as specified: <ul style="list-style-type: none"> • Kitchen in gymnasium – 2kg CO2 extinguisher • Each shop unit (adjacent entrance door) 1 x 6 litre foam or water extinguisher and 1 x 2kg CO2 extinguisher. 	Low
16	Fire extinguishers should be hung on suitable wall brackets or placed in purpose made holders.	Low
17	Fire fighting equipment must be accessible at all times; it is not to be obstructed.	General
	ESCAPE ROUTES	
18	Doors that open into the staircase that exits into Pike Street should be improved to a minimum fire resistance of 30 minutes, FD30(S) standard. Those	Moderate
19	treated with environgraph, (indicated 1 on plan) should be retreated approximately every 10 years.	
20	Door and screen at head of main stairs off Fore Street to be improved to meet a minimum of 30 minutes fire resistance and FD30(S) standard. 2 on plan	Moderate
21	Rear doors to each shop unit should be maintained to meet FD30(S) standard.	Moderate
22	Rear door from shop unit 4 can be infilled with materials that meet 30 minutes fire resistance.	Low
23	The door opening into the lobby of stairs from the shop units and that exits into Pike Street should be replaced with FD30(S) and fitted with an emergency	Moderate

	release (panic bolt or push pad).	
24	Sliding door to balcony to be removed or maintained fixed in the open position. 3 on plan	General
25	Stairs to balcony and gap between stairs and wall, to be underdrawn with materials that afford a minimum of 30 minutes. 4 on plan	Moderate
26	The rope handrail to the stairs leading up to the balcony should be replaced with a fixed handrail of timber or metal.	Moderate
	Fire Door specifications see Appendix A	
	ESCAPE LIGHTING	
27	The escape lighting was not tested at the time of inspection. It is recommended that the system is tested during the hours of darkness to ensure the level of illumination is adequate for occupants to evacuate safely.	General
	SIGNAGE	
28	Notices indicating the action to be taken in the event of an emergency should be conspicuously displayed at each fire alarm call point, and in each tenants unit.	Low
29	All doors fitted with emergency exit devices (horizontal bars or push pads) should have the method of operation clearly indicated with a sign.	Low
30	All fire resisting, self-closing doors, should be indicated 'FIRE DOOR - KEEP SHUT' at about eye level on each side of the door.	Low
31	Escape routes should be kept free from obstructions and combustible materials at all times, and notices to this effect, i.e. "FIRE PRECAUTIONS - NO STORAGE" in white lettering on a red background, of adequate size, should be displayed in those parts of the escape route which could present a problem or which provide a convenient storage area, e.g. under stair open space.	Low
	EMERGENCY PLANS	
32	As there are different 'organizations' using the premises it is essential each party understand what do in an emergency. A responsible person for each organization must be identified, it is suggested that this be the key holder.	General

33	Staff should be trained in the actions to take in the event of fire. Those expected to use portable fire fighting equipment should receive appropriate training.	General
34	Fire safety conditions should be imposed upon outside contractors. This should include, signing procedure, location of fire assembly point, final exits, fire fighting equipment and procedures to follow in the event of a fire.	General
MAINTENANCE AND RECORDS		
35	It is important to keep full records of any action, maintenance, tests or training regarding fire. A JTP Associate e-logbook is issued with this report. It is recommended you maintain records as detailed in the logbook and ensure it is available to an inspecting fire officer if required.	General

SECTION FOUR

REVIEW

REVIEW OUTCOME OF SIGNIFICANT FINDINGS

(Record here the actions taken as a result of the risk assessment).

Action	Date	Signature

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APPENDIX A

FIRE DOORS

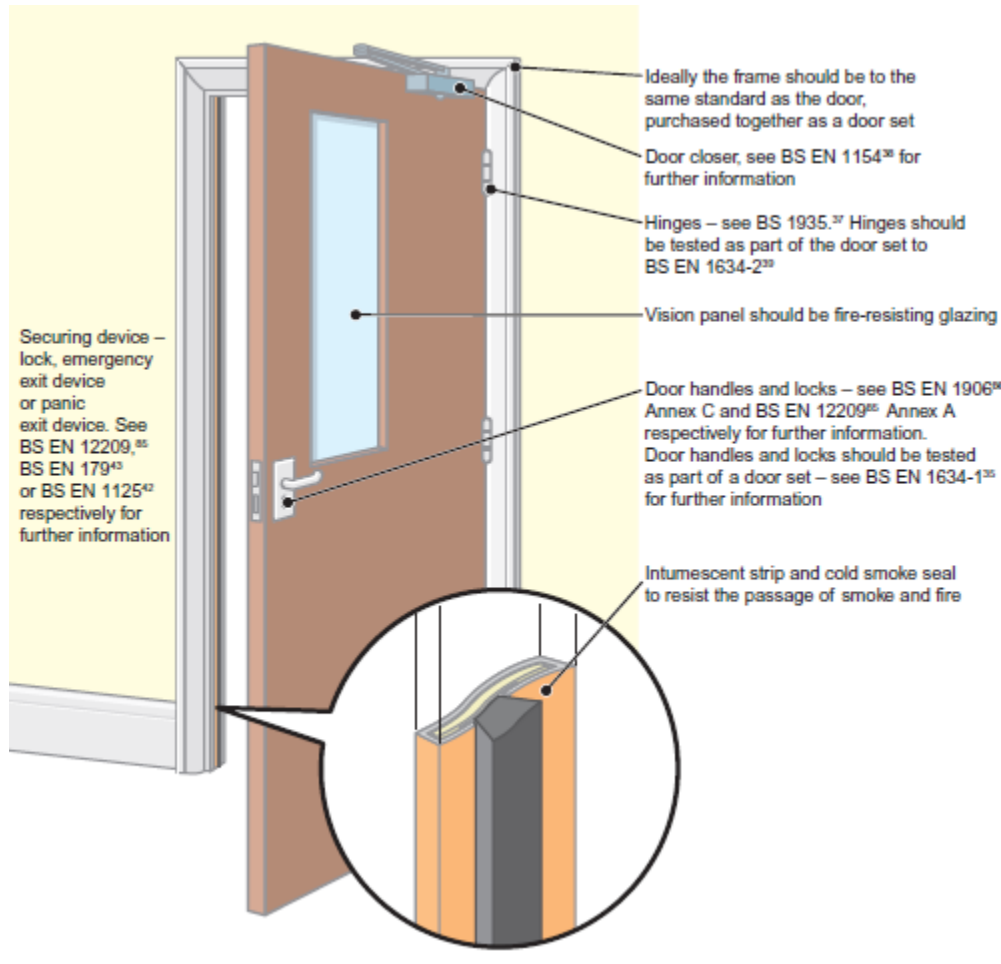
The doors which should be fire resisting and require attention are detailed in the door schedule. The doors should comply with the following standard.

Fire doors shall have the performance appropriate to their location. New fire doors shall either be suitably marked by the manufacturer or a test certificate shall be provided stating the performance of the door in accordance with BS 476-22 or BS EN 1634-1. The specification, installation and maintenance of fire doors should comply with BS 8214:2008.

EXISTING DOORS

Existing doors should meet the following standards:-

- Doors to be hung on 3 hinges of 100mm pressed steel butt hinges. To meet BS 1935
- Doors must be positively self-closing in action with the self-closing device capable of closing and latching the door firmly against the rebate. The exception to this is cupboard doors which are normally locked when not in use. Self-closer will be of the hydraulic overhead type to meet BS 6459: Part 1 and BS EN 1154
- Latches and Locks shall meet the performance requirements of BS 5872.
- An intumescent strip and smoke seal must be fitted to the top and both sides of the door or corresponding sections of the frame. Do not paint or varnish over the smoke seal when decorating the door as this will render them ineffective.
- The gap between the door and the frame should not exceed 3mm and you must ensure the smoke seal makes continuous contact with the door lining.
- The gap between the door and the finished threshold must be kept to a minimum and should not exceed 10mm.
- The architrave on the room side should have any gaps between the frame and exposed wall 'fire stopped' using a proprietary fire-stopping and sealing system.
- Letterboxes should either be replaced with a type that meets BS or be fitted with a sleeve of intumescent material, which has been designed to line the aperture in fire resistant doors. On exposure to a fire the liner will rapidly expand (intumesce) to seal the aperture and stop the spread of fire, smoke and hot gases through the door
- Any fire resisting glazing used (vision panel or transom light) shall be 6 mm safety GWPP for doors requiring 30 minutes fire resistance.
- Glazing Bead fixing for doors requiring 30 minutes fire resistance shall be by 30 mm 9 gauge brass screws fixed at maximum 200 mm centres and staggered where dual bead fixed is used. The beads shall be of hardwood of minimum density 650 kg/m³ and shall provide a minimum 15 mm cover to the edge of the glass. The unexposed faces of the beads shall be coated with an intumescent paint or varnish.



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 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 residents, 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 and 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 are maintained by a competent person in an efficient state, in efficient working order and in good 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.

