

Fire Risk Assessment Report

Liskeard Public Hall
West Street
Liskeard
Cornwall
PL14 6BW

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>0916/51</i>	<i>Signed</i>	

Preamble

Liskeard Public Hall is a terraced property (originally two properties) converted for the use as council chambers, office accommodation a place of entertainment. The premises is over two floors (ground floor and first floor), constructed of stone/brick with timber floors and timber stairs under a slate roof. The premises is served by a two entrance doors - one into the council offices and one into the lobby with stairs leading up to the council chambers, main hall, bar and meeting rooms.

It should be noted that there are a number of improvements and structural alterations in progress and future alterations planned for the near future. When undertaking fire preventative improvements, planned alterations will need to be considered.

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

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

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. 19
<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 • Gas supply • Gas boiler • Cookers and kitchen appliances • Acts of cooking • Office equipment • Office stationery etc. • Furnishings/ curtains/ drapes • Fixtures and fittings • Props and scenery • Cloakroom, circulation area • Storage • Contents of workroom i.e. thinners, paint and oils • Decorations wall hangings • Poor surface linings • 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 from acts of cooking • Fire involving flammables • Fire due to contractors • Fire due to arson/deliberate ignition. • Fire spread to protected stairs and escape routes • 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: Mains powered fire alarm with smoke detection, call points and sounders linked to the alarm panel

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Very limited detection • System reliant on manual operation of the alarm system 	<ul style="list-style-type: none"> • Fire alarm system is considered to be inadequate for the risk and occupancy. • Occupants may 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 alarm may not operate in good time to alert occupants

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: Reasonable distribution of water/foam, CO2 and dry powder provided throughout

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Firefighting equipment reasonable • No fire fighting equipment provided in the Long Room • No fire fighting equipment provided for the chair lift • Some extinguishers in the main hall are poorly sited. 	<ul style="list-style-type: none"> • No means of fighting a fire in the Long Room • Limited means of fighting involving the chair lift • Unable to locate a fire extinguisher in the main hall

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: Two protected stairs from the first floor that discharge via the two front doors. From the main hall there are two further exits direct to open air at the rear of the property. There is also a side exit route from the main hall which also available to the meeting room adjacent the council chambers.

Ground floor rooms exit into the staircase lobbies that lead to the two front doors and open air.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • A number of fire doors do not meet FD30(S) standard • Screen in main lobby fails to provide adequate fire resistance • Separation between workshop and main hall fails to provide adequate fire resistance • Security locks and bolt fitted to emergency exit doors 	<ul style="list-style-type: none"> • Unnecessary fire spread from rooms to protected stairs. • Unnecessary fire and smoke spread between compartments • Persons unable to use final exit doors if they remain locked.

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 lighting provided throughout the premises.

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> • Emergency escape lighting appears to be satisfactory. 	<ul style="list-style-type: none"> • Emergency escape lighting appears to be satisfactory for the risk and occupancy.

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 action notices, fire door signage and extinguisher signage

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> Signage satisfactory with only minor improvement necessary. 	<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 :- Fire log book and emergency plans

Hazard/ Deficiency	Risk/ Comment
<ul style="list-style-type: none"> Limited evidence of staff training Limited evidence of protective equipment being tested 	<ul style="list-style-type: none"> All other issues are considered to be reasonable with improvements required.

SECTION TWO

ASSESSMENT OF
SIGNIFICANT FINDINGS

Sheet Number	Floor/Areas	Use
1	Ground and first floors	Entertainment and office accommodation

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 Gas boiler Cookers and kitchen appliances Acts of cooking Office equipment Contractors Arson 	<ul style="list-style-type: none"> Gas supply Food stuff Office equipment Office stationery etc. Furnishings/ curtains/ drapes Fixtures and fittings Props and scenery Cloaks Storage Contents of workroom i.e. thinners, paint and oils Decorations wall hangings 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. guests, visitors, seasonal workers, new staff, contractors and customers. People with disabilities e.g. vision, hearing or mobility People who may not be able to leave the premises quickly e.g. elderly clients, children, parents with young children Large numbers of people

REDUCTION AND PROTECTION	
<p>Evaluation of the risk of fire occurring.</p>	<ul style="list-style-type: none"> ➤ Low risk of fire in common circulation areas ➤ Moderate risk fire in public area, council chambers and offices. ➤ Higher risk of fire in kitchens and workshop.
<p>Evaluation of the risk to people from fire.</p>	<ul style="list-style-type: none"> ➤ Low risk to people if fire detected early when only staff are present). ➤ Moderate risk to people when occupied by the public especially so if in large numbers. ➤ High risk to people if fire goes undetected and allowed to grow and spread
<p>Evaluation of hazard reduction from fire.</p>	<p>Current reduction methods include:</p> <ul style="list-style-type: none"> ➤ No smoking policy in communal areas ➤ Good electrical installation ➤ Portable Appliances tested regularly ➤ Well managed <p>Further reduction methods</p> <ul style="list-style-type: none"> ➤ Ensure electrical equipment is serviced and maintained ➤ Improve control systems
<p>Evaluation of risk reduction from fire.</p>	<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. ➤ 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. ➤ Review 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
	<p>FIRE HAZARDS – IGNITION SOURCES</p>	
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 combustible 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	Ensure all non-essential electrical items are switched off at the end of each day.	General
9	Ensure gas equipment is installed, used maintained and protected in accordance with the manufacturer’s instruction and checked regularly by a Gas Safe Engineer.	General
10	Flammables and COSHH registered products should be kept in a locked cupboard when not in use. A written register of products is to be available.	General

11	Provide a metal cabinet in the workshop for the storage of flammables. The cabinet should be maintained locked when not in uses.	Moderate
12	For reference:- Displays are often located in corridors and in entrance foyers, and generally comprise materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. You should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly.	General
13	To reduce the risk of fire spread, you should consider the following: <ul style="list-style-type: none"> • Minimise the use of displays in corridors and foyers; • minimise the size and number of display areas; • do not put displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions); • treat displays with proprietary flame retardant sprays; • the use of display boxes; • keep displays away from curtains, light fittings and heaters; • keep displays away from ceiling voids which may lack fire barriers; • ensure that there are no ignition sources in the vicinity; and • ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs. 	General
14	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. Measures to reduce arson may include: <ul style="list-style-type: none"> • the installation of a security alarm; • installing additional security cameras; • taking action to avoid storage areas being located against the outside of buildings; • taking action to avoid any parts of the premises being vulnerable to arson or vandalism; • ensuring that the outside of the premises is constantly and well lit, if practical; • securing all the entry points into the premises, including all the windows and the roof openings (but you must make sure that any people working late or alone still have adequate escape routes); • making sure you regularly remove all combustible rubbish away from buildings; • not placing rubbish skips adjacent to buildings and securing waste wheelie bins in a compound separated from all the buildings; • encouraging staff to challenge people acting suspiciously; 	General

	<ul style="list-style-type: none"> removing automatic entry rights from staff who have been dismissed; ensuring that your security alarm/fire warning systems are monitored and acted upon; securing flammable liquids and gases so that intruders cannot use them; securing all storage areas and unusual areas of the building that do not form part of an escape route against unauthorised access, ensuring access to keys to those areas is restricted. 	
	FIRE ALARM	
15	The existing fire warning system should be modified or replaced as necessary to conform fully to BS 5839: Part 1: Category L2 system.	HIGH
	FIREFIGHTING EQUIPMENT	
16	Relocate the extinguishers in the main hall so they are adjacent each exit door.	Low
17	Provide additional extinguishers as undernoted. <ul style="list-style-type: none"> First floor at top of main stairs – 1 x 6 litre foam and 1 x 2kg CO₂ Ground floor at bottom of main stairs – 1 x 2kg CO₂ (chairlift) Ground floor long room – 1 x 6 litre foam and 1 x 2kg CO₂ adjacent each exit door Ground floor kitchen – 1 x 6 litre foam, 1 x 2 kg CO₂ and 1 x fire blanket. A wet chemical foam extinguisher should also be provided if there is intent to undertake deep fat frying. 	Low
18	Additional extinguishers may also be required on completion of improvement works.	General
19	Fire extinguishers should be hung on suitable wall brackets or placed in purpose made holders.	Low
29	Fire fighting equipment must be accessible at all times; it is not to be obstructed.	Low
	ESCAPE ROUTES	
30	Based on the size of rooms and exits provided the maximum recommended the number of people permitted in a specific room (known as occupancy factor) should not exceed:- <ul style="list-style-type: none"> Main Hall – 400 standing 250 seated New Liskeard Room - 60 	General

	<ul style="list-style-type: none"> • First floor bar – 100 • First floor meeting room - 60 • Ground floor Long Room – 100 	
31	Replace doors to a minimum fire resistance of 30 minutes, FD30(S) standard Indicated 1 on plan.	Moderate
32	Improve doors to the FD30(S) standard. Indicated 2 on plan	Moderate
33	Provided new doors and frame between the workshop and stage opening, to a minimum fire resistance of 30 minutes, FD30(S) standard. Indicated 3 on plan.	Moderate
	Fire Door specifications see Appendix A	
34	Discussed roller shutter that serves the cloak room on ground floor should be infilled with materials that afford a minimum of 30 minutes fire resistance.	Moderate
35	Ideally all final exit doors and exit gates should be capable of being easily opened from the inside without the use of a removable key or the need to unbolt additional safety features. However, if security is a major requirement and the fact that the main hall is used infrequently, this practice is considered reasonable provided robust management plan is in place.	General
36	If a management plan is to be adopted then it is important to have a system whereby any padlock and chains are completely removed and the bolts modified so the bolt can be removed from the barrel – this to ensure doors cannot be relocked. Additionally the items removed should be orderly accounted for and signed off.	General
37	If this is considered impracticable to manage, then bolts and padlocks should be removed and replaced with emergency devices such as a push pads or push bars only.	HIGH
	ESCAPE LIGHTING	
38	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	
39	'FIRE EXIT – KEEP CLEAR' signs to be provided on the door from the balcony.	Low
	EMERGENCY PLANS	
40	An emergency plan should be produced for the purpose of those responsible for to have a procedure or procedures, for dealing with an emergency incident in the premises and how to safely evacuate the building in an acceptable time period.	General
41	A suitable fire routine should be devised based upon the following matters:- <ul style="list-style-type: none"> • Raising of house lights • Silencing the amplifiers • Announcement by a suitable person to leave the premises by the nearest available exit • The opening and manning of all exits 	General
42	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, and if necessary (dependant on activities) produce and independent risk assessment and emergency plan for that specific purpose.	General
43	All persons employed and other persons as deemed necessary, should be given instruction in what to do in case of fire. Those expected to use portable fire fighting equipment should receive appropriate training.	General
	MAINTENANCE AND RECORDS	
44	It is very 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
45	To assist, compartments walls and doors have been outlined in blue. This is to indicate the necessary lines of fire resistance which should be maintained in good order to ensure fire spread is restricted and escape routes to remain free from smoke and fire.	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

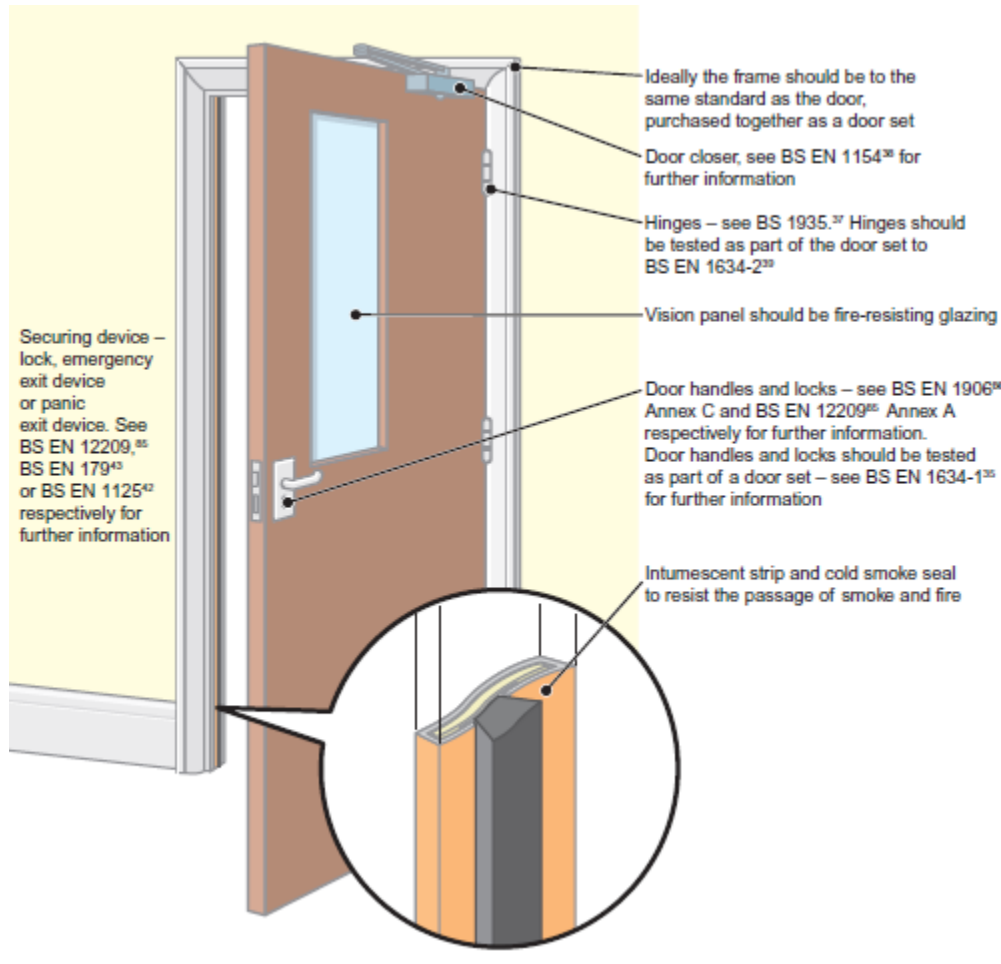
The doors which should be fire resisting and require attention are detailed in the door schedule. The doors should comply with the following standard.

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.