



Fire safety doesn't happen by accident

Fire Risk Assessment Report

Liskeard Guildhall
Pike Road
Liskeard
Cornwall
PL15 3JE

Date of Assessment Report:
30th September 2020

Recommended Review
September 2021

Unique Site Identification No – 401/20

Fire Risk Assessment Report

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|-------------------------------|--|
| Date of Assessment Inspection | 30 th September 2020 |
| Recommended date of review | September 2021 |
| Name of Assessor | Paul Vann-Hands – FRA Compliance Limited |
| Business Name | Liskeard Town Council |
| Assessment Address | Guildhall, Pike Road, Liskeard PL15 3JE |



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 the Guildhall.

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, and they 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 (RRO).

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(s).
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. *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.
10. 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' check off list within this document.

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.

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


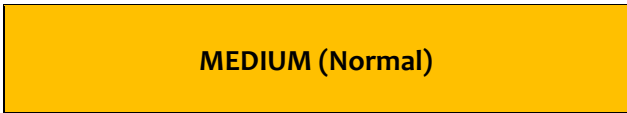

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|------------------------------|--|--------------|-------------------------------------|
| Compiled by | Paul Vann-Hands FRA Compliance Limited | On behalf of | Jacqui Orange Facilities Manager |
| Signature | <i>Paul Vann-Hands</i> Electronic Signature | Signature | |
| Date of Fire Risk Assessment | | Date | |
| Report No. | 401/20 | Version | Version 1 |

CONTENTS:

| | | |
|---|------------------|----|
| | Section 1 | |
| Buildings Description and Use | | 1 |
| General Observations | | 2 |
| Potential Fire Hazards and Risks | | 3 |
| | Section 2 | |
| Risk Assessment Rating | | 4 |
| Action Plan | | 5 |
| People at Risk | | 6 |
| Fire Hazard Identification and Control | | 7 |
| Building Design and Compartmentation | | 8 |
| Escape Lighting | | 9 |
| Means of Escape | | 10 |
| Fire Detection and Alarm | | 11 |
| Fire-Fighting Equipment | | 12 |
| Records of Servicing & Maintenance | | 13 |
| Check off List | | 14 |
| | Section 3 | |
| Risk Level Estimator | | 15 |
| Measures to Reduce Arson | | 16 |
| Fire Door Standards | | 17 |
| Fire Emergency Evacuation Plan and Fire Procedure | | 18 |
| Service Testing & Maintenance Requirements | | 19 |
| Appendages | | 20 |
| A. Legislation | | |
| B. Disclaimer | | |
| C. Quality Assurance | | |
| D. Company Information | | |
| E. Errors and Omissions | | |

SECTION ONE

1. BUILDING DESCRIPTION & USE:

| Description of Building/Business | |
|---|---|
| Type of Premises | Town Hall |
| Construction of Building | Local stone/brick, timber floors and timber stairs all under a slate apex roof. |
| Brief layout of Building | The premises are laid out mainly over two floor levels being the ground and first floor with mezzanine floors and a clock tower. The upper floor of the premises is served by a main entrance off Fore Street which leads up to the main hall and a second entrance off Pike Street leads to the offices. A secondary set of stairs lead down to a mezzanine floor off the office landing. There are 4 shops (Fruit & Veg Shop, Fresh Fish Shop, Complimentary Therapist Studio, and a Games Shop each with their own entrances but share a common area and store areas at the rear of the shops. |
| Number of Floor Levels | Ground level + One + Mezzanine and clock tower |
| Number of Floor Levels Below Ground Level | Shop area & small gym |
| Evacuation Strategy | Simultaneous |
| Maximum number of people likely to be present at any one time | 50 |
| Nearest Fire Station & Distance | Liskeard Fire Station, Greenbank Road, Liskeard PL14 3DW |
| Nearest Water Supply | Street Hydrants in Pike Street |
| Past Fire History | None known |
| Potential Consequences of Fire within these premises is deemed to be: |  |
| Likelihood of Fire within these premises is deemed to be: |  |
| Accordingly, it is considered that the risk to life from fire at these premises is: |  |
| Meaning of Tolerable Risk - No major additional controls required. However, there is a need for reasonably practicable improvements that may involve minor or limited costs. | |

2. GENERAL OBSERVATIONS

| | | | |
|------|---|-----|---|
| 2.1 | Was the responsible person on site? | YES | Ms Jacqui Orange |
| 2.2 | Has any information been provided from a staff member? | YES | Ms Jacqui Orange |
| 2.3 | Was the past fire risk assessment available on site? | YES | Completed by FRA Compliance Limited dated the 07/09/19 - Report No 228/19 |
| 2.4 | Is smoking permitted anywhere in the building? | NO | N/A |
| 2.5 | Is there a lift or lifts within the buildings? | NO | N/A |
| 2.6 | Has the building got a lightning protection system installed? | YES | Buildings should be subjected to a lightning risk assessment; BS EN 62305-2: protection against lightning Risk Management (ref 6) describes the risk assessment methods |
| 2.7 | Are there portable heaters being used within the business? | NO | N/A |
| 2.8 | Arson is it a concern? | YES | Arson is always a concern. <i>Measures on how to reduce Arson – See Section 16</i> |
| 2.9 | 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 |
| 2.10 | Can the premises be evacuated safely within a reasonable time? | YES | Providing the fire is detected early and sound levels are sufficient throughout the premises |
| 2.11 | Are there any unacceptable "Dead End" situations? | NO | N/A |
| 2.12 | Are escape routes free from combustible materials and any tripping hazards? | NO | See Section 5.6 |
| 2.13 | Are steps and stairs in a good state of repair? | YES | N/A |
| 2.14 | Are escape routes of sufficient width? | YES | N/A |
| 2.15 | Are all fire doors in good working condition and self-closing? | NO | See Section 5.4 |
| 2.16 | Is there any potential for rapid fire/smoke spread? | YES | See Sections 5.4 & 5.5 |
| 2.17 | Were there any Limitations of this report? | YES | 1.No survey was carried out of any loft or void area for Health & Safety Reasons 2.The Basement Gym could not be surveyed due to a gym class being in progress |
| 2.18 | Are there any URGENT areas of concern? | YES | See Section 5.15 |

3. POTENTIAL FIRE HAZARDS & 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 will 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:

1. Ignition
2. fuel
3. oxygen

If any one of these three 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) |
|---|
| <ul style="list-style-type: none"> • Electrical, gas or oil-fired heaters (fixed or portable), room heaters • Hot processes, e.g. welding, grinding by contractors • Naked flames • Cooking equipment, hot ducting, flues and filters • Failure of temperature control thermostats on hot work/cooking processes • 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 • 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.

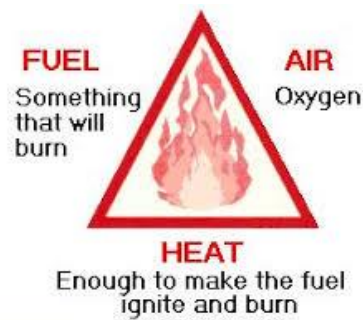
Identify sources of oxygen:

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:

Examples of Potential Source of Oxygen

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

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)