

Fire Assessment Policy

The Fire Risk Assessment Policy was adopted by Full Council at its Meeting held on 2 May 2017. The Fire Risk Assessment is based on the HM Government Fire Safety Risk Assessment for offices and shops 2006.

Fire Risk Assessment

1. Identify Fire Hazards

i. Potential ignition sources

- Smoking point away from building at front of building by seat in car park
- No matches stored in either Cedar Barn or The Stables
- Matches available in Depot office draw, if needed
- Hot processes e.g. welding etc in Depot with appropriate safety equipment
- Cooking equipment available in Cedar Barn (electric) and The Stables (electric) PAT tested
- Hot surfaces in Cedar Barn office and the Depot office are free from obstructions
- All electrical equipment is PAT tested annually in January
- Arson is always possible in a wooden building, insured
- Lighting equipment Cedar Barn Office lamp PAT tested
- Electrical heaters monitored and not left unattended
- **ii. Potential Fuel Sources**
- Flammable products stored in Depot in metal containers
- Paper Bin Stored outside Lymphodema Clinic
- Skip stored at end of Depot away from Barn and Stables
- Calor Gas Canisters stored in locked cage by wall at end of yard
- Spare stationery stored in Cedar Barn Office metal cupboard
- Curtains are away from radiators in Cedar Barn and The Stables

iii. Potential oxygen sources

- No oxidising chemicals identified
- No oxygen on premises

2. Identify People at Risk

- All staff are potentially at risk due to working alone
- All staff know evacuation points
- Fire Alarm tested weekly and log kept
- Clear signage available to all users, mentioned in booking form use at own risk
- No current people with disabilities employed, users book at their own risk

3. Fire detection and warning systems

- Fire alarm, safety checks and emergency lighting tested and logged weekly in both Cedar Barn and The Stables
- Easy escape routes, labelled and maintained by Fire Safety Company
- Detectors professionally checked twice a year

- Fire Extinguishers professionally checked annually and recommendations adhered to for correct devices and locations
- DorGards fitted to fire doors
- Emergency access for emergency vehicles checked by office staff on a daily basis
- Emergency exits checked daily to ensure clear access

4. Escape Routes

- Automatic fire door closure (DorGards)
- Escape routes clearly signed and adequate for users of Complex
- Escape route doors open in right direction
- Emergency escape route 'bars' fitted
- Escape routes kept clear at all times by all staff and users of the Complex
- No wedges available to prop open fire doors

5. Emergency Escape Lighting

- Emergency escape lighting is needed in hours of darkness
- Adequate lighting available
- Back-up power lighting systems checked by Fire Contractor twice a year

6. Sign and Notices

- All relevant signage is in place at the Complex
- **NEED TO LOOK AT HAZARDOUS SUBSTANCES SIGNAGE**
- Fire plan map available
- Emergency plan not required as only 3 employees (needed for more than five employees)
- Complex users are notified on booking form re fire procedure

7. Installation, testing and maintenance

- Log book completed for Complex testing weekly
- Fire Extinguishers are tested annually by Contractor
- Fire alarm and emergency lighting are tested twice a year

8. Fire Safety Training

- Fire Safety drill carried out annually Last drill carried out 26 April 2017
- **HAZARDOUS SUBSTANCES TRAINING IS NEEDED**

To be reviewed September 2019

Last Reviewed April 2017