

Fire Risk Assessment – Record of Significant Findings

Fire Risk Assessment Undertaken For: **Brighter Futures (Registered Charity No. 1191535)**
Undertaken By: **Adrian Townsend – B.A. (Hons) RSP Grad IOSH FIIRSM GFireE (OSHCR Registered)**
Effective Date: **28th September 2020**



Sources of Ignition

- Electrical supply
- Portable electrical equipment
- Fixed electrical equipment
- Multi plug adaptors
- Extension leads
- Flames from gas appliances
- Flames from portable gas torches (contractors)
- Heat generated processes, i.e. cooking, welding, flues, mixing chemicals together
- Ignited tobacco products
- Lighters and lit matches
- Lightning
- Chiminea and fire pit
- Barbecue
- Arson

Sources of Fuel

- Aerosol personal hygiene products
- Flammable cleaning chemicals
- Flammable personal hygiene products
- Waste rubbish / wheeled bins / skips
- Paper / Newspapers / Books / Cardboard / Plastics
- Furniture (Non-fire retardant)
- Soft furnishings
- Mains gas
- Wood dust
- Paints and thinners
- 13kg LPG cylinder

Sources of Oxygen

- Oxidising substances
- Natural air

Persons at Risk

- Employees and volunteers of Brighter Futures
- Visitors
- Unsupervised Children
- Sub-contractors
- Officials, e.g. Fire Service, Environmental Health Officers, etc.
- General Public
- Any person with a visionary, sensory or hearing impairment
- Any person with a physical / mobility or mental disability
- Any person who might panic or react adversely to the fire, the alarm or the excitement

FIRE RISK ASSESSMENT

Workplace:

Brighter Futures

Ref. The Regulatory Reform (Fire Safety) Order 2005

The purpose of this report is to provide an assessment of the risk to life in these premises and where appropriate, to make recommendations to reduce the risk from fire. The report does not address the risk to property or business continuity from fire. Any fire protection measures recommended for installation in this report must conform to the relevant British and/or European Standard. Whilst this is a comprehensive document, users should satisfy themselves that the arrangements and procedures detailed within are suitable and sufficient for their intended application. Errors or omissions are to be notified to QTS UK Ltd. QTS UK Ltd shall not be liable for any claim for consequential liability damage or loss howsoever caused. All observations relative to this Fire Risk Assessment will be based on visual inspection of readily accessible areas, with a degree of sampling where applicable.

Premises description: The main building was previously used as a public house. In the main, the property is of standard brick/masonry construction with a slate roof over, (e.g. see photograph number one). Towards the rear of the property, there is a shed type structure with some of the building being clad with timber, which is used for wood working purposes, (e.g. see photographs numbered two and three). The main building comprises of a basement which has been sealed and closed off, a ground floor area and a first-floor area. The ground floor of the premises within the main building has a refectory/games room, three toilets, a small kitchen and some storage areas. The first floor was still being renovated during the visit, although some offices were found to be in use on this floor and two further rooms will be made available, once the building works have been fully completed. *Please note – the small roof void was not accessed by us during the visit.*

Effective date: 28/09/2020	LOCATION: Brighter Futures, 34, Wellington Road, Rhyl, Denbighshire, LL18 1BN.			
	Classification: Small & Medium Place of Assembly			
ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	PUT 'X' IF ACTION IS REQUIRED	RECOMMENDED ACTIONS AND COMMENTS	MANAGER'S COMMENTS

FIRE PRECAUTIONS				
1. Did the building/premises once have a fire certificate issued under the Fire Precautions Act (1971)?	a) For reference purposes, the Fire Certificate should be kept on site, in an accessible but secure location. (E.g. reception area.)		N/A The centre manager, (Mr Shane Owen) informed QTS UK Ltd that he is not aware of any fire history being associated with the premises.	

SOURCES OF IGNITION (Check, inspect and control)

<p>2. Any portable heaters / cooking equipment?</p>	<p>a) Cooking appliances / apparatus in use.</p> <p>b) Use to manufacturer's recommendations.</p> <p>c) Keep away from sources of combustion.</p> <p>d) Do not leave switched on overnight or in unoccupied areas.</p>	<p>During the day of the visit, the following kitchen equipment was found to be in use; an electric grill, oven and hob, a microwave and a toaster, a gas-fired cooker with cooker hood above, and an electrically powered slow cooker, (e.g. see photographs numbered twenty-one, twenty two and twenty-three). There was also a portable gas-fired barbecue located outside, (see photograph number thirty-one).</p> <p>Continue to follow the manufacturer's instructions when using cooking appliances</p> <p>Continue to ensure that the food that is being cooked is not left turned on, whilst unattended.</p> <p>Electric panel type heaters are provided within the woodwork shop and this equipment should be turned off when not in use and at the end of each working day.</p> <p><i>Continue to follow manufacturer's instructions when using cooking appliances. Continue to ensure that the food that is being cooked is not left turned on whilst unattended. Ensure that all staff who use the equipment that generates heat are aware of the importance of separating the hot equipment from combustible materials. Ensure that all non-essential electrical items, are switched off and that the wall sockets are turned off when not in use.</i></p>	
---	--	--	--

		X	It is recommended that a competent Gas-Safe engineer be appointed to fit a gas interlocking device/cut-off switch within the kitchen, in order to safely isolate the gas-fired cooking equipment, in the event of an emergency situation.	
3. Any electrical equipment (portable and fixed installation)?	<p>Portable electrical equipment should be tested at least annually (or at other intervals in the light of experience.) Check test stickers on appliances for date of last Portable Appliance Tests (PAT tests).</p> <p>f) Ensure fixed installation is inspected at intervals specified in BS 7671 (formerly 16th Edition Wiring Regulations) e.g. leisure complexes annually, offices every 5 years. Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.)</p> <p>g) Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets (multi-extension plugs).</p>	X	<p>PAT testing was last conducted in September 2019 and will be conducted on an annual basis.</p> <p>Shane Owen stated that the electrical installation is new. Therefore, it is advised that the relevant certification be obtained from the electrician/ electrical engineer that has undertaken this work.</p> <p>The inspection and testing of the fixed electrical installation should be undertaken in line with BS 7671, by a competent person, at least once every five years.</p> <p>None identified.</p> <p>It is recommended that all extension leads are fully un-coiled when in use, (e.g. see photograph number fifteen).</p> <p>It is recommended that all of the equipment within the woodwork room be used and maintained in line with the manufacturer's guidance, (e.g. see photograph number sixteen).</p>	

			The washing machine that is located within the building, (see photograph number fourteen) must be used and maintained in line with the manufacturer's instructions.	
4. What are the smoking arrangements?	<p>h) Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in other locations.</p> <p>i) Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)</p>		A suitable smoking area has been demarcated, (see photograph number eighteen) and a suitable receptacle has been provided for smokers to discard of their lit cigarette ends.	
5. Any heat generating processes such as incineration, cooking, welding, etc.?	<p>j) Ensure equipment is used in accordance with manufacturer's recommendations and properly maintained.</p>		<p>Gas appliances must continue to be inspected/serviced and certificated by a Gas Safe registered engineer on an annual basis.</p> <p>There is a gas boiler, (see photograph number thirty) which provides hot water and central heating within the premises.</p> <p>x Consideration should be given to installing a carbon monoxide detector within each room that contains a gas appliance, e.g. boiler. Carbon monoxide detectors should meet with the requirements set out within BS EN 50292: 2013. In addition, the carbon monoxide detection should be inspected and tested periodically, in line with the manufacturer's instructions.</p>	

	<p>k) Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.)</p> <p>l) Ensure ducts and flues are regularly maintained/cleaned.</p> <p>m) Ensure suitable fire-fighting equipment available nearby.</p> <p>n) Ensure use of hot work 'permits to work' by contractors.</p>		<p>The cooker hood extraction unit, motor(s) and the ducting system should be regularly maintained by a competent person, e.g. quarterly. In addition, the filter(s) should be deep cleaned on a quarterly basis.</p> <p>Appropriate portable fire extinguishers are provided within the kitchen.</p> <p>All contractors performing hot works should be subject to a permit to work system, that includes regularly checking and inspection of the work area(s), particularly at the end of the day, when the work has been completed.</p> <p>There is a chiminea and a fire-pit located externally, (see photograph number twelve). The chiminea and fire-pit must not be left turned on whilst unattended. When these items of equipment are in use, they must be supervised by a responsible adult, at all times.</p>	
COMBUSTIBLE MATERIALS (Remove, reduce and control)				
<p>6. Any build-up of combustible materials? (E.g. paper, cardboard or wood.)</p>	<p>a) Ensure good general housekeeping.</p> <p>b) Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building.</p>	<p>X</p>	<p>The centre manager should ensure that combustible materials, e.g. furniture, leaflets, books, etc. are not stored within the internal means of escape, (e.g. see photographs numbered twenty-six and twenty-seven).</p>	

	<p>c) Prevent unauthorised access to combustible materials.</p> <p>d) Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials.</p> <p>e) Ensure there is sufficient ventilation in boiler rooms.</p>	<p>X</p>	<p>Keeping combustible materials to an absolute minimum on/around the premises will greatly reduce the likelihood of fire spread, in the event of a fire incident.</p> <p>Rubbish/waste will be disposed of regularly by an approved waste contractor. It must be ensured that access to quantities of combustible materials is denied to potential fire raisers.</p> <p>The combustible materials stored within the gas boiler room should be removed with immediate effect.</p> <p>As opposite.</p>	
<p>7. Any flammable or highly flammable materials or substances on site? (E.g. some solvents, paints, glue and aerosols.)</p>	<p>a) Avoid use of flammable materials and substances or reduce levels to the minimum required for the undertaking.</p> <p>b) Replace substances with less flammable substances.</p> <p>c) Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been carried out? Has information/training been provided?)</p>		<p>Consider substituting aerosol cleaning products for liquid/solid alternatives.</p> <p>Ensure that chemicals are kept in a secure locked area. Obtain chemical data sheets and adhere to instructions on safe storage, use and handling.</p> <p>There is a metal storage cupboard at the side of the premises, used to store paints and other flammable substances, (e.g. see photograph number thirteen).</p> <p>There is a wood dust extraction unit within the woodwork room, (see photograph number seventeen) in order to help keep dust levels down to an absolute minimum.</p>	

	d) Store highly flammable substances (flash point of less than 21C) in fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).		It must be ensured that the paint/flammable substances cupboard continues to be kept locked shut when not in use. <i>All furniture and furnishings, e.g. mattresses, chairs, settees and soft furnishings should be checked by a competent person for 'CE' compliance and/or conformance with The Furniture and Furnishing Regulations, (1988).</i>	
8. Is any rubbish stored externally? (e.g. waste skips, bins, etc.)	e) Wherever possible: <ul style="list-style-type: none"> Waste skips should be kept locked wherever possible and stored 10 metres from buildings and plant. Metal wheel bins at least 6 metres. Plastic wheel bins at least 10 metres. f) Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, particularly where there is a risk of arson. g) Do not store loose combustible waste within 2 metres of site perimeter, or 6 metres of buildings.		If waste skips are brought onto the site, to dispose of combustible materials, then it is recommended that they be of the lockable lid type, with the lid(s) kept locked shut during the hours of darkness. This will help to reduce the likelihood of an arson strike and/or fly tipping. Plastic bins should be located at least ten metres away from the building. It is recommended that all wheelie bin lids be kept locked shut during the hours of darkness, (as appropriate).	
SOURCES OF OXYGEN (Reduce)				
9. Can steps be taken to reduce the potential sources of oxygen to a fire?	a) Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours. b) Control the use and storage of oxygen cylinders (secure racking/storage, etc.)		As opposite. There weren't any oxygen cylinders located on site.	

<p>12. Does the building contain false ceilings?</p>	<p>e) Areas with false ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread).</p> <p>f) If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the false ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.</p>		<p>As opposite.</p> <p>Where a ceiling void exceeds 800mm in height, suitable interlinked smoke detection should be provided. All work to comply with BS 5839-1.</p>	
<p>13. Structure and installations help prevent fire spread?</p>	<p>g) Has work taken place, which may have made holes in walls or damaged any fire-resistant wall/ceiling linings? E.g. new doors, glazed screen.</p>		<p>See section 10.</p>	

FIRE DETECTION AND WARNING (Alerting building occupants)

14. Any smoke/heat detectors?

a) Consider installation in 'high risk' areas and unoccupied areas e.g. basements, boiler houses.

A new fire alarm system has recently been installed within the property, including smoke/heat detection, fire alarm call points and the main fire alarm panel located by the front entrance door, (see photograph number five) and a repeater panel located within the woodwork shop, (see photograph number seven).

A suitable zone plan has also been provided by each fire alarm panel, (e.g. see photograph number six). There appears to be four zones in use, at this time.

Detection has been installed within the basement and Shane Owen has stated that this area is kept sterile of all combustible materials.

In addition, detection has been installed on the ground floor and some areas of the first floor. Suitable smoke/heat detection will be provided within all risk rooms on the first floor once the renovation works have been fully completed.

Once the fire alarm system has been fully installed, the Proprietor must obtain the (1) Design, (2) Installation, (3) Commissioning and (4) Acceptance certification from the fire alarm engineer.

Fire alarm (cont)	<p>b) Ensure a competent engineer carries out back-up power supply checks at least twice annually. Check for record in fire logbook.</p> <p>c) Ensure competent engineer services detectors and call points at least twice annually. Check for record in fire logbook.</p>		<p>The fire alarm system is being inspected and tested at least twice annually, in line with the requirements set out within BS 5839-1, (last undertaken on 28/07/20). All results of the inspections are to be entered into the Fire Log Book.</p>	
15. Any fire call points (break glass)?	<p>d) Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook.</p>	<p>X</p>	<p>The fire alarm system must be tested weekly. Call points should be operated on a rotational basis and the test results are to be entered into the Fire Log Book.</p>	

MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)

<p>16. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)</p>	<p>a) Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes.</p> <p>b) If there is only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.</p>	<p>X</p>	<p><i>The first floor has one internal fire escape which leads down the staircase to ground floor level. At ground floor level, there are three final fire exits, (1) a double fire exit which opens outwards from the side of the property leading from the large games room, (2) a double fire exit opening inwards at the front of the building, (3) a single fire exit door by the kitchen which opens inwards. The longest travel distance is 21.6 metres from the corner of the music room, (currently being renovated) on the first floor to the (FD30s) fire door that opens into the bar/lounge area. There is also an alternative means of escape at the base of the staircase, which leads into the kitchen area. Provided that the action plan is completed and that combustible materials are not stored within the internal means of escape, then this travel distance is deemed to be acceptable.</i></p> <p><i>Based on the above information, it is recommended that a revised maximum capacity be set for the building as follows: 40 for the ground floor and 20 for the first floor.</i></p> <p>There is currently a dead-end condition within the woodwork shop, (see photograph number twenty-nine within the fire risk assessment dated September 2019.). It is recommended that a competent person be appointed to install a suitable door and frame on the gable end of this room. Once the works have been completed, the doorway should be designated as a final 'Fire Exit'.</p>	
--	--	----------	--	--

<p>17. Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore, the remaining doorways should be capable of providing satisfactory exit for those present.)</p>	<p>c) Doorways should be at least 750 mm wide; this is suitable for up to 80 people per minute to evacuate in higher risk premises, 100 for normal risk and 120 for low risk.</p> <p>d) A width of 1050mm can accommodate 160 people high risk, 200 normal and 240 low risk.</p>		<p>A maximum capacity of six persons should be set for the woodwork shop.</p> <p>The doorway widths are deemed to be acceptable for the expected premises occupancy.</p> <p>N/A</p>	
<p>18. Are corridors wide enough?</p>	<p>e) Corridors should ideally be a minimum of 1050mm wide but in any case, not less than 750mm wide (unless it is for use by less than 5 people in part of the premises). Areas used by wheelchair users require a minimum width of 900mm.</p>		<p>The ground floor of the premises is generally deemed to be suitable for wheel chair users.</p> <p>It is recommended that a suitable alarm - pull cord, etc. be installed within the disability toilet, located on the ground floor.</p>	
<p>19. What is the condition of escape routes?</p>	<p>f) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. lines on floor) where routes are blocked/obstructed.</p> <p>g) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 5810 should be provided.</p> <p>h) Are carpets and nosings on stairs in good condition?</p>		<p>The escape routes were all available at the time of the assessment.</p> <p>The holing within the steel cellar hatch, (see photograph number ten) has been suitably repaired.</p> <p>No action identified.</p>	

Escape routes - continued.	<p>i) Changes in level that are not obvious should be marked to make them conspicuous.</p> <p>j) Escape routes must be free of; portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).</p>		In order to reduce the likelihood of slips, trips and falls on site, some of the external step edges have been marked with bright yellow paint, (e.g. see photograph number nine).	
20. External Escape Routes	<p>k) All doors giving access to the stair should be fire resisting and self closing. A fire resisting door is not required at the head of any stair leading downwards where there is only one exit from the building onto the top landing.</p> <p>l) Any part of the external envelope of the building within 1800mm of (and 9m vertically below) the flights and landings of an external escape stair should be of a fire resisting construction.</p> <p>m) Glazing in areas of the fire resisting construction mentioned above should also be fire resisting construction (integrity but not insulation) and fixed shut.</p>		<p>There are no metal external fire escapes fitted at the premises, nor are they required.</p> <p>N/A</p> <p>As opposite.</p>	
21. Are stairways wide enough?	<p>n) Stairways should generally be a minimum of 1 metre wide. They may need to be wider dependant on the number of people who are likely to use it.</p>		The stairway width, (between the first floor and the ground floor) is deemed to be acceptable for the intended occupancy.	
22. How often are fire drills held?	<p>o) Ensure that at least one fire drill is held twice annually. Check for record in fire logbook.</p> <p>p) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.</p>		<p>The last fire drill was undertaken on 13/01/20. Fire drills should be undertaken on an annual basis.</p> <p><i>Fire drills should be held regularly and evaluated by a competent person, with the findings being conveyed to all staff members and volunteers, so that further improvements can be made within the future, as appropriate.</i></p>	

<p>23. What is the condition of fire doors?</p>	<p>q) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).</p> <p>r) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).</p> <p>s) Fire doors on escape routes should open in the direction of travel.</p> <p>t) Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).</p>		<p>Some of the doors/fire doors/frames on the first floor require attention/replacement. Please note – the gap around the top and sides of a fire door should not exceed 4mm and the threshold gap should not exceed 10mm. In addition, all fire door locks, (whereby the lock penetrates through the fire door) should be intumescent, to ensure that smoke/heat cannot travel through the fire door and frame for at least thirty minutes. For further details on fire door/frame requirements, please click on https://www.safelincs.co.uk/the-role-of-fire-doors/</p> <p>No action identified.</p> <p>See section 16a.</p> <p><i>All doors to risk rooms that protect the internal escape route(s) within the building, (except cupboards and toilets that do not contain combustible materials) must be FD30s (44 mm thick) and must have 3X100mm steel hinges, with intumescent hinge pads; each hinge must be fitted with 30mm steel screws; the doors must also be fitted with intumescent strips and cold smoke seals and have a working hydraulic self-closer fitted, (except cupboard doors which should be kept locked shut when not in use).</i></p> <p>X The cupboard which contains personal hygiene products on the first floor must be fitted with a key locking device, to be kept locked shut when not in use.</p>	
---	--	--	---	--

	<p>u) Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labelled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).</p> <p>v) Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they should automatically close in the event of a power failure.</p> <p>w) Automatic doors should be closed at night.</p>	<p>X</p> <p>X</p>	<p>The left hand-side of the boiler room door is missing part of its intumescent strip/cold smoke seal. In addition, the hydraulic door closer within the first-floor meeting room does not appear to be working correctly. A competent person should be appointed to rectify these deficiencies.</p> <p>It is recommended that a competent person be appointed to check all fire doors for correct operability, etc. on a monthly basis. The fire door inspection criteria detailed within the QTS UK Ltd Fire Log Book should be used for this task, with all test results being recorded into the Fire Log Book.</p> <p>There aren't any automatic fire doors fitted within the premises.</p> <p>As opposite.</p>	
--	---	-------------------	--	--

<p>24. What is the condition of final fire exit doors?</p>	<ul style="list-style-type: none"> x) Final fire exit doors should open in direction of travel. y) Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire doors should be labelled 'Fire door – keep clear.' z) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.' aa) Check that fire exit doors can be opened easily and immediately without the use of a key. bb) Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc. 		<p>See section 16a.</p> <p>It must be ensured that the double gates at the side of the building are easily openable at all times, whilst the premises are occupied by persons, (e.g. see photograph number eight).</p> <p>Suitable fire safety signage has been posted around the premises.</p> <p>It is a legal requirement, that all doors opening into the fire exit route(s) at the premises are easily openable at all times, (whilst the premises are occupied) without the use of a key or a combination code being required.</p> <p>An access door control system, incorporating a push to button to exit device and an emergency door release mechanism has been installed near to the front entrance door(s).</p> <p>No action identified.</p>	
--	---	--	--	--

LIGHTING (Safe egress)

25. Are all fire escape routes adequately lit?

- a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.
- b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.
- c) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.
- d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, changes in floor level, near fire fighting equipment, outside each final exit.
- e) Occupier should check the operation of emergency lighting units at least once monthly. Ensure record of check made in fire logbook.

An emergency lighting system conforming with the requirements of BS 5266-1 has been installed within all internal escape routes, that will be designated as the fire escape route(s).

It is recommended that an illumination test be undertaken during the hours of darkness with the power off, to ascertain if there are sufficient luminaries to evacuate the premises safely in the event of a power failure. This will help to identify where additional emergency lighting needs to be located, both internally and externally of the premises, e.g. the rear fire escape route(s).

As opposite.

As opposite.

X

A monthly programme of testing the emergency lighting should commence in line with BS EN 60598-1 and records of the tests must be entered into the Fire Log Book.

	f) A competent engineer should test the emergency lighting system at least once a year. Ensure record of test made in fire logbook.		A competent electrician/ electrical engineer has been appointed, in order to inspect and test the emergency lighting system at least once annually, in line with BS 5266-1, (last undertaken on 28/07/20).	
SIGNAGE (Safe egress)				
26. Is adequate signage in place?	<p>a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above.</p> <p>b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable.</p> <p>c) Are signs in positions where they can be clearly seen?</p> <p>d) Are all fire signs conspicuous (not covered or painted over, etc.)?</p>		<p>Once the first floor of the building has been completed, directional fire exit signage will be required within the communal corridor and stairwell.</p> <p>As opposite.</p> <p>As opposite.</p> <p>No action identified.</p>	
FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)				
27. Is there at least one extinguisher for each 200 metres of floor space? (Minimum of 2 per floor, unless it is an upper floor less than 100m ²).	<p>a) Ensure extinguishers are appropriate to the local risk.</p> <p>b) Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and fire fighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.)</p> <p>c) Where full body colour extinguishers (BS5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher.</p>		<p>Suitable water extinguishers and carbon dioxide extinguishers have been suitably located within the premises.</p> <p>No action identified.</p> <p>No action identified.</p>	

	<p>d) Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 metre from floor. Handle of small handheld extinguishers – approx. 1.5 metres from floor.)</p> <p>e) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.)</p> <p>f) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook.</p> <p>g) Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p>	X	<p>All portable fire-fighting equipment must be located on either a wall bracket or an approved floor stand.</p> <p>A weekly visual inspection programme of all extinguishers should be implemented, with the results of the tests being entered into the Fire Log Book.</p> <p>The portable fire extinguishers are being serviced at least once annually in line with BS 5306-3, (last undertaken in July 2020).</p> <p>Suitable fire extinguisher notices have been provided.</p>	
28. Is there a hose reel in place?	<p>h) Are there any water extinguishers within reel range?</p> <p>i) Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.</p>		Hose reels have not been provided, nor are they required.	
29. Where are the fire hydrants located?	<p>j) Fire hydrant location(s).</p>		The nearest fire hydrant is located on the junction of Wellington Road and Elwy Street, (see photograph number four).	
30. Are there fire blankets provided? (Please note that older fire blankets may contain asbestos).	<p>k) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing.</p> <p>l) Tabs on fire blankets should be approximately 1.5 metres from the floor.</p> <p>m) Ensure relevant staff received instruction on the correct use of fire blankets.</p>		<p>A small light duty fire blanket has been provided within the kitchen area.</p> <p>As opposite.</p> <p>See action plan.</p>	

PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)

<p>31. Is there an emergency plan in place?</p>	<p>a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</p> <p>b) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points.</p> <p>c) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance.</p> <p>d) Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan.</p>		<p>The 'Assembly Meeting Point' has been designated as: the 'Town Hall Entrance'.</p> <p>Fire action notices have been strategically posted around the premises.</p> <p>It must be ensured that any customer, visitor or a member of staff with a disability is offered a "Personal Emergency Evacuation Plan". Information and examples can be found on the Communities and Local Government web site - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422202/9446_Means_of_Escape_v2_.pdf</p> <p>See 'Additional Comments' section towards the rear of this report.</p>	
<p>32. Have personnel received sufficient training and/or instruction on evacuation arrangements?</p>	<p>e) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable.</p> <p>f) Do new employees receive instruction on the action to take in event of a fire on their first day of employment?</p> <p>g) Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.</p>	<p>X</p>	<p>Staff/volunteers must be informed in writing of their action to take in the event of a fire. All training must be recorded within the Fire Log Book.</p> <p>All new employees/volunteers should be provided with formal induction training on what to do in the event of a fire. All training must be recorded within the Fire Log Book.</p> <p>All employees/volunteers are receiving online annual refresher training on what to do in the event of a fire. All training must be recorded within the Fire Log Book.</p>	

33. Is there a need for specialist training in the event of an emergency?	<p>h) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc.</p> <p>i) Are fire wardens in place and are they fully trained in their duties and responsibilities?</p> <p>j) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.)</p>		<p>A robust system should be developed so that in the event of an emergency, management are able to inform the emergency services of the exact numbers of persons that are on/off the premises.</p> <p>When contractors attend the premises, they must continue to be informed of any hazards on site that may affect them and their action to take in the event of a fire.</p>	
Specialist training - continued	k) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets.	X	Employees/volunteers should receive training in the practical use of portable fire extinguishers and fire blankets at least once every three years, (contact QTS UK Ltd for further details).	

The Responsible Person should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.

Responsible Person's name (please print): <p style="text-align: center;">Mr Shane Owen</p>	Responsible Person's signature: 	Date received: <p style="text-align: center;">28th October 2020</p>
Risk Assessor's name(s): <p style="text-align: center;">Adrian Townsend</p>	Risk Assessor's signature: 	Date assessment completed: <p style="text-align: center;">28th September 2020</p>

ADDITIONAL COMMENTS: (Including any additional issues identified)

31d - It is advised that a folder be created containing the procedures that come into place in the event of a fire.

Included in the folder should be: -

- The responsible person's actions (or his/her deputy)
- The actions to be carried out by members of staff
- A single line plan of the building
- Location of gas and electric isolation switches
- Location of any other hazards present
- The assembly point location
- A documented procedure, e.g. roll call, to identify that all staff have evacuated the premises in the event of a fire
- A procedure should be in place whereby the Fire Service personnel would be met by a nominated individual who would be able to hand the folder over to the fire service personnel and inform them of the actions taken

Please note. Where action has been recommended and agreed by the Manager but cannot be implemented for a reason (e.g. issue/area is outside manager's area of control, financial constraints within the workplace) the Manager **must** formally refer the issue(s) to the Proprietor(s).

FOR FURTHER INFORMATION PLEASE CONTACT QTS UK Ltd

Action Plan

Identified Action	Target Date	Closure Date
<ul style="list-style-type: none"> It is recommended that a competent Gas-Safe engineer be appointed to fit a gas interlocking device/cut-off switch within the kitchen, in order to safely isolate the gas-fired cooking equipment, in the event of an emergency situation. 	December 2020	
<ul style="list-style-type: none"> Shane Owen stated that the electrical installation is new. Therefore, it is advised that the relevant certification be obtained from the electrician/electrical engineer that has undertaken this work. 	November 2020	
<ul style="list-style-type: none"> Consideration should be given to installing a carbon monoxide detector within each room that contains a gas appliance, e.g. boiler. Carbon monoxide detectors should meet with the requirements set out within BS EN 50292: 2013. In addition, the carbon monoxide detection should be inspected and tested periodically, in line with the manufacturer's instructions. 	Consideration	
<ul style="list-style-type: none"> The centre manager should ensure that combustible materials, e.g. furniture, leaflets, books, etc. are not stored within the internal means of escape, (e.g. see photographs numbered twenty-six and twenty-seven). 	Immediate	
<ul style="list-style-type: none"> The combustible materials stored within the gas boiler room should be removed with immediate effect. 	Immediate	
<ul style="list-style-type: none"> The first floor of the premises is still undergoing renovation works. It must be ensured that both, the ground floor ceiling and the first-floor ceiling are suitably fire stopped in order to afford at least thirty minutes of fire resistance to the floor above, (e.g. see photographs within the kitchen - numbered twenty-four and twenty-five). 	January 2021	
<ul style="list-style-type: none"> Where loft hatches are to be fitted, it must be ensured that the loft hatch affords at least thirty minutes of fire resistance to the floor above, (e.g. see photographs numbered twenty-eight and twenty-nine). 	January 2021	
<ul style="list-style-type: none"> The fire alarm system must be tested weekly. Call points should be operated on a rotational basis and the test results are to be entered into the Fire Log Book. 	Weekly	
<ul style="list-style-type: none"> There is currently a dead-end condition within the woodwork shop, (see photograph number twenty-nine within the fire risk assessment dated September 2019.). It is recommended that a competent person be appointed to install a suitable door and frame on the gable end of this room. Once the works have been completed, the doorway should be designated as a final 'Fire Exit'. 	Outstanding Action Point	
<ul style="list-style-type: none"> The cupboard which contains personal hygiene products on the first floor must be fitted with a key locking device, to be kept locked shut when not in use. 	November 2020	
<ul style="list-style-type: none"> The left hand-side of the boiler room door is missing part of its intumescent strip/cold smoke seal. In addition, the hydraulic door closer within the first-floor meeting room does not appear to be working correctly. A competent person should be appointed to rectify these deficiencies. 	November 2020	
<ul style="list-style-type: none"> It is recommended that a competent person be appointed to check all fire doors for correct operability, etc. on a monthly basis. The fire door inspection criteria detailed within the QTS UK Ltd Fire Log Book should be used for this task, with all test results being recorded into the Fire Log Book. 	Monthly	
<ul style="list-style-type: none"> A monthly programme of testing the emergency lighting should commence in line with BS EN 60598-1 and records of the tests must be entered into the Fire Log Book. 	Monthly	
<ul style="list-style-type: none"> A weekly visual inspection programme of all extinguishers should be implemented, with the results of the tests being entered into the Fire Log Book. 	Weekly	

<ul style="list-style-type: none"> Staff/volunteers must be informed in writing of their action to take in the event of a fire. All training must be recorded within the Fire Log Book. 	As Appropriate	
<ul style="list-style-type: none"> Employees/volunteers should receive training in the practical use of portable fire extinguishers and fire blankets at least once every three years, (contact QTS UK Ltd for further details). 	Once Every Three Years	
<ul style="list-style-type: none"> In line with NWFRS guidance, it is strongly recommended that this fire risk assessment be reviewed by a competent person, at least once annually, (e.g. QTS UK Ltd). 	Annually	In Place

Please note. Where action has been recommended and agreed by the Manager but cannot be implemented for a reason (e.g. issue/area is outside manager's area of control, financial constraints within the workplace) the Manager **must** formally refer the issue(s) to the Proprietor(s).

Risk Banding

Multiplying the 'organisational' risk banding by the 'occupational' risk banding arrives at the combined risk banding. Furthermore, due to the fire management controls currently being applied within this workplace it is the fire risk assessor's opinion, that this workplace should be classified as 'Medium' for the purposes of the 'organisational' risk banding. It is also the opinion of the fire risk assessor; that due to the nature of the business undertaking at the aforementioned workplace, this workplace should be classified as 'occupationally' 'High' risk.

*Overall, it is the fire risk assessor's opinion that **Brighter Futures, Rhyl, LL18 1BN** has a combined risk rating of 'Medium to High' with regards to fire safety within their business undertaking.*

Providing that the current fire safety management procedures and that the stated action plan is achieved by the target dates, it is highly probable that **Brighter Futures, Rhyl, LL18 1BN** can obtain a combined risk banding of Medium.

Reviewing this fire risk assessment:

This should take place at least once annually by a competent person, e.g. by the person that has completed this risk assessment.

Other factors may prompt **Brighter Futures, Rhyl, LL18 1BN** to review this fire risk assessment, such as:

- If a fire occurs
- The action plan / target dates have not been met
- Changes in personnel at **Brighter Futures, Rhyl, LL18 1BN**
- If you plan to employ new staff with hearing or mobility disabilities
- If a member of staff develops a hearing or mobility disability
- If you intend to make structural changes to the property
- If you intend to increase the storage of flammable chemicals on the premises
- An official from the NWFRS, The Health and Safety Executive or from The Environmental Health Department instructs you to do so
- Legislation changes

The above list is not exhaustive and is only a guide to good Fire Risk Management practice.

*Where structural changes are to be made by or on behalf of the Proprietor(s) to **Brighter Futures, Rhyl, LL18 1BN** the local Fire Authority must be notified and permission must first be sought from the 'County Safety Manager'.*

Further Reading

No.	Standard	Name of Publication
1	BS 4422	<i>Fire. Vocabulary.</i>
2	BS PD 6512-3	<i>Use of elements of structural fire protection with particular reference to the recommendations given in BS 5588 Fire precautions in the design and construction of buildings. Guide to the fire performance of glass.</i>
3	BS EN 81	<i>Safety rules for the construction and installation of lifts.</i>
4	BS EN 81-70	<i>Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Accessibility to lifts for persons including persons with disability.</i>
5	BS 5041-1	<i>Fire hydrant systems equipment. Specification for landing valves for wet risers.</i>
6	BS 5041-2	<i>Fire hydrant systems equipment. Specification for landing valves for dry risers.</i>
7	BS 5041-3	<i>Fire hydrant systems equipment. Specification for inlet breechings for dry riser inlets.</i>
8	BS 5041-4	<i>Fire hydrant systems equipment. Specification for boxes for landing valves for dry risers.</i>
9	BS 5041-5	<i>Fire hydrant systems equipment. Specification for boxes for foam inlets and dry riser inlets.</i>
10	BS 9990	<i>Codes of practice for non-automatic fire-fighting systems in buildings.</i>
11	BS 7944	<i>Type 1 heavy-duty fire blankets and Type 2 heavy-duty heat protective blankets.</i>
12	BS EN 1869	<i>Fire blankets.</i>
13	BS ISO 14520-1	<i>Gaseous fire-extinguishing systems. Physical properties and systems design. General requirements.</i>
14	BS 5266-1	<i>Emergency lighting. Code of practice for the emergency lighting of premises.</i>
15	BS 5266	<i>Emergency lighting. Code of practice for electrical low mounted way guidance systems for emergency use.</i>
16	BS 5266-8	<i>Emergency lighting. Code of practice for emergency escape lighting systems.</i>
17	BS 5266-6	<i>Emergency lighting. Code of practice for non-electrical low mounted way guidance systems for emergency use. Photoluminescent systems.</i>
18	BS EN 1838	<i>Lighting applications. Emergency lighting.</i>
19	BS EN 60598-1	<i>Luminaries. General requirements and tests.</i>
20	BS 5499-1	<i>Graphic symbols and signs. Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.</i>
21	BS EN 1634-1	<i>Fire resistance tests for door and shutter assemblies. Fire doors and shutters.</i>
22	BS EN 1634-2	<i>Fire resistance tests for door and shutter assemblies. Part 2: Fire door hardware. Building hardware for fire resisting doorsets and openable windows.</i>
23	BS EN 1634-3	<i>Fire resistance tests for door and shutter assemblies. Smoke control doors and shutters.</i>
24	BS 8214	<i>Code of practice for fire door assemblies with non-metallic leaves.</i>
25	Draft BS EN 14637	<i>Building hardware. Electrically controlled hold-open systems for fire/smoke door assemblies. Requirements, test methods, application and maintenance. (Consultation document)</i>
26	BS EN 45020	<i>Standardisation and related activities. General Vocabulary.</i>
27	ISO 13784-2	<i>Reaction to fire tests for sandwich panel building systems. Part2: test method for large rooms.</i>
28	BS 6661	<i>Guide for design, construction and maintenance of single-skin air supported structures.</i>
29	BS 5268-4.2	<i>Structural use of timber. Fire resistance of timber structures. Recommendations for calculating fire resistance of timber stud walls and joisted floor constructions.</i>
30	BS 8300	<i>The design of buildings and their approaches to meet the needs of disabled people – Code of practice.</i>
31	ODPM/CACFOA/BFPSA	<i>Guidance on reducing false alarms.</i>
32	BS 5839-1	<i>Fire detection and alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance.</i>
33	BS 5306-8	<i>Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers – Code of practice.</i>
34	BS 5306-3	<i>Fire extinguishing installations and equipment on premises. Code of practice for the inspection and maintenance of portable fire extinguishers.</i>
35	BS 7863	<i>Recommendations for colour coding to indicate the extinguishing media contained in portable fire extinguishers.</i>

36	BS EN 671-3	<i>Fixed fire fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.</i>
37	BS EN 12845	<i>Fixed fire fighting systems. Automatic sprinkler systems. Design, installation and maintenance.</i>
38	BS 5395-2	<i>Stairs, ladders and walkways. Code of practice for the design of industrial type stairs, permanent ladders and walkways.</i>
39	BS 7974	<i>Application of fire safety engineering principles to the design of buildings – Code of practice.</i>
40	BS 476-7	<i>Fire tests on building materials and structures.</i>
41	BS EN 13501-1	<i>Fire classification of construction products and building elements.</i>
42	BS EN 1634-1	<i>Fire resistance tests for door and shutter assemblies.</i>
43	BS 476-22	<i>Fire tests on building materials and structures. Methods for the determination of the fire resistance of non-load bearing elements of construction.</i>
44	BS EN 1935	<i>Building hardware. Single-axis hinges. Requirements and test methods.</i>
45	BS EN 1154	<i>Building hardware. Controlled closing devices. Requirements and test methods.</i>
46	BS 5839-3	<i>Fire detection and alarm systems for buildings. Specification for automatic release mechanisms for certain fire protection equipment.</i>
47	BS 8214	<i>Code of practice for fire door assemblies with non-metallic leaves.</i>
48	BS EN 1125	<i>Building hardware. Panic exit devices operated by a horizontal bar. Requirements and test methods.</i>
49	BS EN 179	<i>Building hardware. Emergency exit devices operated by a lever handle or push pad. Requirements and test methods.</i>
50	BS EN 1363-1	<i>Fire resistance tests. General requirements.</i>
51	BS 5588-12	<i>Fire precautions in the design, construction and use of buildings. Part 12: Managing fire safety.</i>
52	BS 7176	<i>Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.</i>
53	BS 7177	<i>Specification for resistance to ignition of mattresses, divans, and bed bases.</i>
54	BS 5867-2	<i>Specification for fabrics and drapes. Flammability requirements.</i>
55	BS 5588-6	<i>Fire precautions in the design, construction and use of buildings. Code of practice for places of assembly.</i>
56	BS 5306-2	<i>Fire extinguishing installations and equipment on premises. Specification for sprinkler systems.</i>
57	BS 5588-5	<i>Fire precautions in the design, construction and use of buildings. Access and facilities for fire fighting.</i>
58	BS 5588-8	<i>Fire precautions in the design, construction and use of buildings. Code of practice for means of escape for disabled people.</i>
59	Glazing Federation	<i>A guide to best practice in the specification and use of fire-resistant glazed systems.</i>
60	BS 4787-1	<i>Internal and external wood door sets, door leaves and frames. Specification for dimensional requirements.</i>
61	BS EN 1155	<i>Building hardware. Electrically powered hold-open devices for swing doors. Requirements and test methods.</i>
62	BS EN 1158	<i>Building hardware. Door coordinator devices. Requirements and test methods.</i>
63	BHIF	<i>Hardware for timber fire and escape doors.</i>
64	Toys (Safety)	<i>Regulations (1995).</i>
65	BRE 15/91	<i>Fire spread between caravans.</i>
66	BS 9251	<i>Sprinkler systems for residential and domestic occupancies.</i>
67	Furniture	<i>The furniture and furnishings (Fire) (Safety) Regulations (1988).</i>
68	BS 5852	<i>Methods of test for the assessment of the ignitability of upholstered seating by smouldering and flaming ignition.</i>
69	BS EN 1101	<i>Textiles and textile products. Burning behaviour. Curtains and drapes. Detailed procedure to determine the ignitability of vertically orientated specimens.</i>
70	BS EN 1102	<i>Textiles and textile products. Burning behaviour. Curtains and drapes. Detailed procedure to determine the flame spread of vertically orientated specimens.</i>
71	BS EN 3-7	<i>Portable fire extinguishers. Characteristics, performance requirements and test methods.</i>
72	BS EN 12209	<i>Building hardware. Locks and latches. Mechanically operated locks, latches and locking plates.</i>
73	BS 1906	<i>Building hardware. Lever handles and knob furniture. Requirements and test methods.</i>
74	BS 9999	<i>Code of practice for fire safety in the design, management and use of buildings.</i>