

HULLBRIDGE PARISH COUNCIL

FIRE RISK ASSESSMENT

AND

FIRE MANAGEMENT

PLAN

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Introduction

This document has been compiled to formulate a Fire Risk Assessment and Fire Management Plan should a fire occur in compliance with the Regulatory Reform (Fire Safety) Order 2005. It identifies fire risk and how to reduce the risk of fire and danger to people in the building at 98 Ferry Road, Hullbridge (Hullbridge Parish Council office, meeting room and ancillary rooms referred to as the premises).

This is a 'live' document that should be reviewed annually or sooner if circumstances change and become part of the Hullbridge Parish Council Health & Safety Plan which is a public record.

Fire safety responsibilities

The Council must:

- Appoint a competent person to carry out any of the preventative and protective measures required by the Order. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures that have been taken to prevent fires and how these measures will protect them if a fire breaks out.
- Consult with employees about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Inform non-employees, such as temporary or contract works 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.
- Co-operate and co-ordinate with other responsible persons who also occupy the building (residents of 98a Ferry Road), inform them of any significant risks found and how it is intended to reduce/control those risks.
- Provide the employer of any person from an outside organisation who is working in the premises with clear and relevant information of the risks to those employees and the preventive and protective measure taken. These employees must be provided with appropriate instructions and relevant information about the risks to them.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means to contact the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to your employees during the normal working hours about fire precautions in your workplace when they start working for you and from time to time throughout the period they work for you.
- Ensure the 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.

- **The 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.

FIRE RISK ASSESSMENT

Aims of a 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 the premises if a fire does start.

- **Hazard:** anything that has the potential to cause harm
- **Risk:** the chance of harm occurring.

1. Identification of fire hazards

Sources of ignition:

Gas fired boiler in storeroom

Faulty electrical equipment/system

Halogen lamp too near surfaces

Mowing equipment

Hot processes

Arson

Sources of fuel:

Flammable-liquid based products/solvents

Flammable chemicals (cleaning products, photocopier chemicals)

Packaging materials, stationery, Christmas decorations

Archives stored in storeroom

Plastics/rubber (polyurethane foam-filled furniture).

Waste products (shredded paper and wood shavings, off cuts etc).

Domestic cleaning products

Long grass/weeds around out building

Sources of oxygen:

Oxidising chemicals

Internal office extractor and fan

2. Identification of people at risk

People in and around the premises:

Employee/s at work station in office area

Employee/s at work in premises in general, including the storage shed at rear of building.

Visitors in reception area

Councillors and members of public who use committee room

Visiting Councillors/other officials.

Police Officers who use the building

People especially at risk:

Visitors unfamiliar with premises

Worker alone in storage shed

Visitors with disabilities or who are elderly or with children

Residents of 98a Ferry Road

3. Evaluation, removal, reduction and protection from risk**Evaluation of the risk of a fire occurring:**

Faulty electrical system

Faulty small electrical appliances

Faulty central heating boiler

Arson – trade bin

Paper and archives catching fire.

Flammable liquids and substances.

Evaluation of the risk to people:

Residents at 98a Ferry Road – fire rising to upper floor or affecting their escape via stairs.

Lone working in storage shed at rear of building

Visitors exiting through an un-familiar building

4. Removal or reduction of sources of ignition:

- No smoking policy throughout premises and rear outbuilding
- Electrical system should be tested every six years (NICEIC Approved Contractors)
- Small appliances should be tested annually (NICEIC Approved Contractor)
- Fire alarms tested annually (NICEIC Approved Contractor)
- Boiler should be serviced annually (Gas Safe Contractor)
- Halogen desk lamp should be kept away from surfaces
- No 'hot work' should be carried out in outbuilding or in store room.
- All electrical equipment/appliances (computer, photocopier etc.) should be switched off when employee/s leave the premises.
- Ground maintenance machinery: starting and testing of machinery should take place out of doors and away from premises and outbuilding.

5. Removal or reduction of sources of fuel:

- All liquid fuels and oils for ground maintenance work, corrosive and flammable substances should be stored in a fireproof bin/cabinet in outbuilding at rear of property. The minimum of substances should be stored.
- Trade waste bin should be stored away from side of building.
- Waste paper bins should be emptied at the end of every working day.

- Archives should be stored in fireproof cabinet, remainder of flammable items to stored away from boiler.
- Keep grass/weeds cut short around premises and out building.

6. Removal or reduction of sources of oxygen:

- All windows and doors should be closed after working hours.
- Extractor fan and cooling fan should be switched off when employee/s leave the premises.
- Fire doors must not be wedged open.
- Oxidising materials are not to be stored near flammable materials.

7. Removal or reduction of the risks to people

Early detection of fire:

Audible linked smoke detectors are fitted in the main rooms of the premises. This facility to be tested by qualified person annually. Activated for test weekly.

Escape routes:

- 'Fire exit' signs are located over all doorways to rear of building
- An evacuation plan and instructions to be sited in each of the four main rooms
- All escape routes are to be kept clear at all times (no vehicles are to be parked outside the rear doors).
- A torch is located in main office above fire extinguisher should escape be necessary through the rear of building (to be tested weekly)
- Ramps are to be kept in place internally and externally at rear exit door to accommodate wheelchair users.
- Sliding doors of out building must be kept open when working inside.

Fire fighting equipment and facilities:

- One water fire extinguisher is situated in reception area, one carbon dioxide fire extinguisher is situated in office, one powder extinguisher is located in rear outbuilding – tested annually by qualified contractors.
- A fire blanket is situated in office.
- There is adequate access for fire engines
- A logbook is to be kept to record tests and maintenance.

8. Emergency Plan:

On discovery of fire:

1. Evacuate building through nearest safe exit and muster in car parking area at front of building.
2. Alert residents of 98a Ferry Road
3. Ring Fire Brigade

Personnel duties

Clerk:

- Draw up and update Fire Risk Assessment and Fire Management Plan for Councillors to consider and arrange for an annual review.
- Draw Councillors attention to any changes in circumstances.
- Inform visitors who are meeting or working in the premises of potential risk and the Fire Escape Plan.
- Inform and update residents of 98a Ferry Road of the Fire Risk Assessment & Fire Management Plan
- Ensure the premises and any equipment provided for fire fighting, fire detection and warning, emergency routes and exits are maintained by a competent person in efficient working order and in good repair. Record to be kept.
- Empty waste paper bins end of each day
- Ensure all electrical appliances are switched off end of each working day.
- Ensure extractor and cooling fan are switched off end of each day.

Maintenance Operative:

- Consider the presence of dangerous materials and flammable liquids.
- Check on a weekly basis the smoke alarms and record
- Check on a weekly basis the torch in office is in working order and record

All staff:

- Ensure that emergency exits are kept clear at all times
- Ensure Fire Plan is followed should a fire occur.

Instructions:

All employees are to be issued with copies of this document and sign they have read and understood and will comply with all elements.

Residents of 98a Ferry Road will be supplied with a copy of this document for their information, with particular instructions not to park any vehicle at any time outside the rear doors and not to remove the ramps outside the doors. Residents of 98a Ferry Road will be sent an update of the plan each year. Members of Friends of Kendal Nature Reserve should be sent an updated copy of instructions to visitors plus a floor plan showing fire exits together with an acknowledgement to be signed and returned to the Clerk.

Review:

This document should be reviewed annually or sooner if circumstances change.

Appendix 1

HULLBRIDGE PARISH COUNCIL

FIRE PLAN FOR VISITORS TO 98 FERRY ROAD

IN THE EVENT OF A FIRE

- Leave the building via nearest safe exit. Leave personal belongings behind.
 - ALERT RESIDENTS IN 1ST FLOOR FLAT
 - Call Fire Brigade
 - Muster in front of building in parking area
1. Please familiarise yourself with the layout of the building, in particular location and route to the rear fire exit.
 2. There are linked smoke alarms in each of the main rooms, including the rear storage room
 3. There is (on yellow card) a plan and evacuation map in each of the main rooms: committee room on wall by front exit door, reception area over fire extinguisher, main office over fire extinguisher.
 4. A torch is provided, which is hanging over fire extinguisher in main office.
 5. Telephone is on desk in main office.

SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING OR OUT BUILDING

IMPORTANT INFORMATION OVERLEAF

IMPORTANT INFORMATION

1. FIRST AID BOX

IS SITUATED ON TOP OF FILING CABINET IN MAIN OFFICE

2. FIRE

THERE ARE TWO FIRE EXTINGUISHERS, ONE IN THE RECEPTION AREA AND ONE IN MAIN OFFICE, THERE IS ALSO A FIRE BLANKET ADJACENT TO FIRST AID BOX ON FILING CABINET

3. ELECTRICITY

THE MAINS SWITCH IS LOCATED IN COMMITTEE ROOM IN WOODEN CABINET ON WALL AT THE OPPOSITE END TO WINDOW

4. GAS

THE MAIN STOP COCK IS SITUATED IN THE WHITE GAS BOX OUTSIDE ALONG THE SIDE OF THE BUILDING (MARKED 98). THE KEY TO UNLOCK THE BOX IS HANGING ON THE WALL, ALONGSIDE THE METAL FILING CABINET

5. WATER

THE MAINS STOP COCK IS SITUATED IN THE COMMITTEE ROOM BELOW THE REMOVEABLE WOODEN CASING ON THE FLOOR NEAR THE LEFT SIDE OF THE WINDOW

Appendix 2

Action to be taken	Date Last tested	Date Next test/ Cost	Comments
Electrical system of premises to be tested	February 2012	February 2017	
Small electrical appliances to be tested	March 2014	March 2015	
Boiler to be serviced	February 2014	February 2015	
Fire extinguishers to be serviced	March 2014	March 2015	
Flammable liquids cabinet to be purchased for outbuilding	24/7/06	£157.00	Installed
Archive cupboard to be moved from boiler and fireproof cabinet purchased	24/7/06	£499.00	Completed and installed
Check for oxidising materials and other potentially dangerous substances		Nil	Constant updating
One additional fire exit sign to be purchased	24/7/06	£5.90	Completed
Evacuation plan & instructions to be drawn up		Nil	Completed 18/7/06
Rechargeable torch to be purchased and sited in main office	24/7/06	£9.99	Completed
Log book for recording tests etc to be provided		Nil	Constant updating
Visitors to committee room info pack to be drawn up and circulated	April 2014	April 2015	Floor Plan and Procedures on wall and visitors advised at meeting
Inform and update residents of 98a Ferry Road	April 2014	April 2015	Reviewed Annually
Notice on exterior of rear doors – keep clear, fire exit.	24/7/06	£3.99	Completed