

Geoff Cox Centre, Ecton

FIRE RISK ASSESSMENT

DATE: 7.6.2018

REVIEW DATE: 8.6.2019

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FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1. PREMISES PARTICULARS ('How to complete a fire risk assessment' Sec 1)	
<p>Premises Name: Geoff Cox Centre</p> <p>Address: The Hillocks, Ecton, Wetton, Ashbourne, DE6 2AH</p>	<p>Use of Premises: Educational workshops for booked visiting groups</p>
<p>Tel No: 01298 84522 (The Centre is unoccupied in between visits by groups or by maintenance work parties)</p>	<p>Owner/Employer/Person in control of Workplace: Trustees of the Ecton Mine Educational Trust</p>
<p>Date of Risk Assessment: 7.6.2018</p>	<p>Date of Review: 8.6.2019</p>
<p>Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment: Peter Kennett, EMET Trustee</p> <p>Tel 0114 2361271</p>	
2. GENERAL STATEMENT OF POLICY ('How to complete a fire risk assessment' Sec 2)	
<p>Statement: The Trust will give a high level of commitment to health and safety and will comply with all statutory requirements on behalf of its trustees, members, authorised voluntary leaders, visitors and other groups using the premises.</p>	
<p>Signed: <i>P. Kennett</i> Name: Peter Kennett Date: 7th June 2018</p>	

3. MANAGEMENT SYSTEMS ('How to complete a fire risk assessment' Sec 3)

Commentary:

Planning: The Fire Risk Assessment was carried out by PK from his knowledge of the premises, and by checking each area on site. Priorities are to brief trustees and others on fire safety, and to ensure regular servicing of fire extinguishers.

Organisation: The premises are held in trust by the Ecton Mine Educational Trust, which ensures that user groups are familiar with emergency procedures.

Control: By Trustees, devolved to the Mine Manager or to his appointees.

Monitoring: Users are to report any inadequacies by means of the report book, or by email to the Mine Manager.

Review: Trustees to review annually.

4. GENERAL DESCRIPTION OF PREMISES ('How to complete a fire risk assessment' Sec 4)

Description: "Outbuilding" design, largely reconstructed in the 1960s using limestone blocks and breezeblocks. Roofs are of slate or 'Eternit' artificial slate. Solid concrete floors on the ground floor, with a timber floor on the next level.

Occupancy:
Times the Premises are in use:
At irregular intervals, by groups of pre-booked visitors. Largely unused in the winter months.

The Total Number of Persons Employed within the Premises at any one time:
Nil

The Total Number of Persons who may resort to the premises at any one time.
Up to about 60

Size:

Building footprint (Metres x Metres)
c. 16 x 10m =148 square metres, (plus 'outdoor classrooms, i.e. seating areas around grass or rubble floors)

Number of Floors:
Two

Number of Stairways:
1 interior stairway;
1 emergency ladder exit from first floor

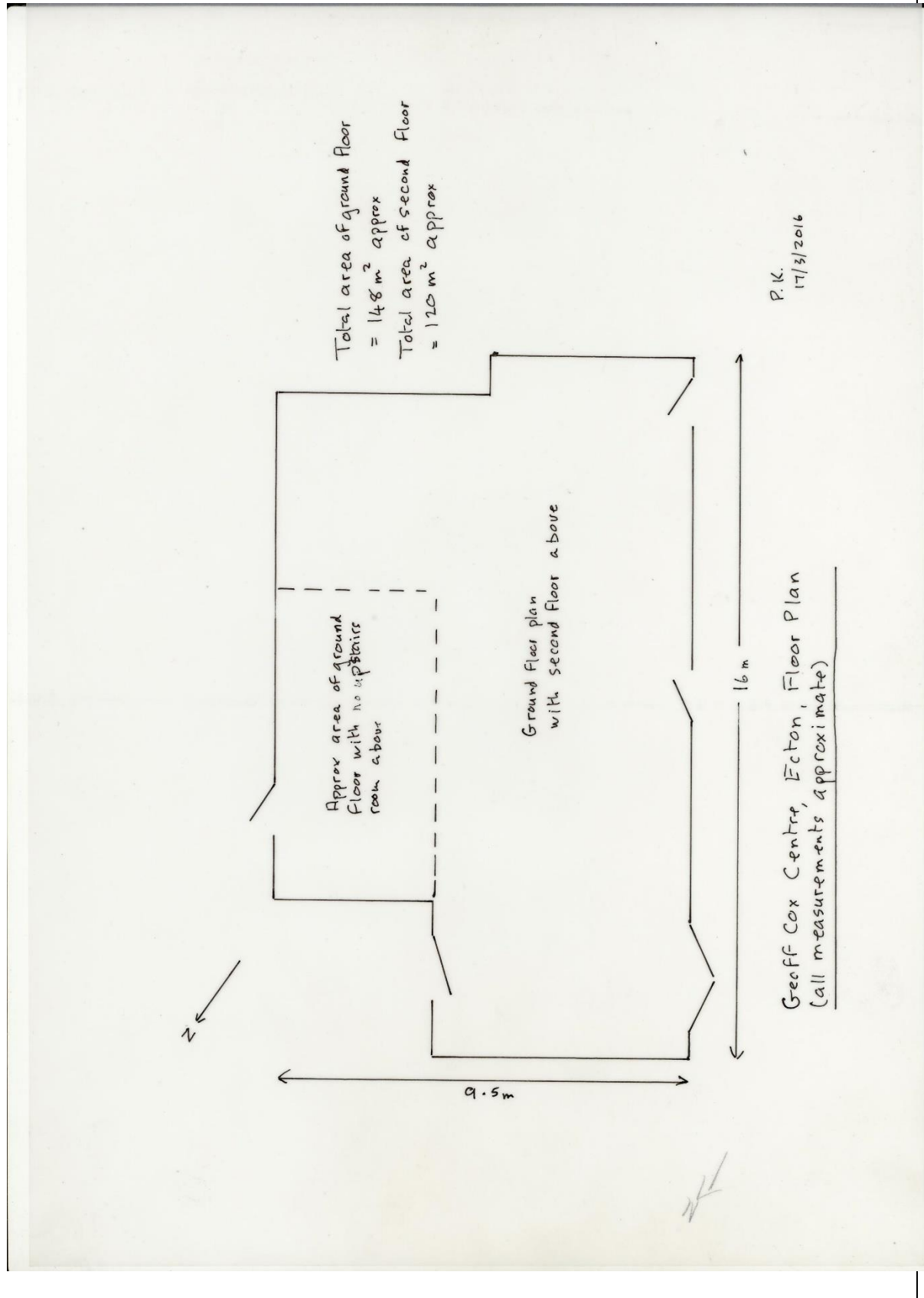
5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES('How to complete a fire risk assessment' Sec 5)

Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other)
Hooter
Smoke alarms

Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)
Nil

Other: (ie Sprinkler System to LPC rules BS 5306) n/a

6. (Single line) PLAN DRAWING OF PREMISES ('How to complete a fire risk assessment' Sec 6)



7. IDENTIFY FIRE HAZARDS ('How to complete a fire risk assessment' Sec 7)

Source of Ignition:

Level 1

Electrical circuits
Electrical appliances, e.g. kettles, microwave, TV screen
Electrical water heater
Electrical space heaters
Candles (but only used in Salts level)
Bunsen burners
Smoking – (not allowed anywhere in the building)

Source of Fuel:

Small gas canisters for Bunsen burners
Paper
Timber flooring, structural timber, wooden cupboards
Curtain and chair seats.
Up to 200ml of acetone, methanol and ethanol

Source of Oxygen:

Air!

Work Processes:

Ensure secure storage of gas canisters and the small quantities of inflammable liquids

Structural features that could promote spread of fire:

Open staircase
Constructional timber throughout building.

8. IDENTIFY PEOPLE AT RISK ('How to complete a fire risk assessment' Sec 8)

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Trustees, leaders of groups: Currently, all are able-bodied, with adequate hearing and eyesight. The premises are small and everybody is within sight or sound of each other, in areas with several escape routes.

Visitors: Mostly as above.

Contractors: Usually able-bodied, and their presence is known to trustees or leaders.

9. MEANS OF ESCAPE – HORIZONTAL EVACUATION ('How to complete a fire risk assessment' Sec 9)

Commentary:

- Fire hazards are controlled by visitors being supervised by leaders and taking care with equipment.
- Time to evacuate – About two minutes
- Most areas have several escape routes.
- The double doors to the Lamroom can be opened without a key.
- At least one other door is always unlocked when the Centre is occupied
- Combustibles are not kept adjacent to escape routes.

10. MEANS OF ESCAPE – VERTICAL EVACUATION ('How to complete a fire risk assessment' Sec 10)

Commentary:

The main means of escape from the first floor is via the staircase. A sloping metal ladder provides an alternative means of escape.

11. FIRE SAFETY SIGNS AND NOTICES ('How to complete a fire risk assessment' Sec 11)

Commentary:

We have some fire extinguisher notices. The Assembly Point sign by the outdoor classroom has been renewed, and Fire Exit signs installed indoors, 3.5.16.

12. FIRE WARNING SYSTEM ('How to complete a fire risk assessment' Sec 12)

Commentary:

Hooter, or voice warning – sufficient for the size of the premises.

13. EMERGENCY LIGHTING SYSTEM ('How to complete a fire risk assessment' Sec 13) n/a

Commentary:

Nil. The Centre is not normally in use by visitors after dark, and has adequate illumination from skylights for evacuation in daylight.

14. FIREFIGHTING EQUIPMENT ('How to complete a fire risk assessment' Sec 14)

Commentary:

6 fire extinguishers – CO₂ or foam type. These are serviced each year. Their locations have been revised by a qualified engineer (March 2016). Fire blanket.

15. MANAGEMENT – MAINTENANCE ('How to complete a fire risk assessment' Sec 15)	
Is there a maintenance programme for the fire safety provisions in the premises: Commentary: Annual check on fire extinguishers	Yes
Are regular checks of fire resisting doors, walls and partitions carried out: Commentary:	n/a
Are regular checks of escape routes and exit doors carried out: Commentary: Used every time the Centre is opened up for a group visit	Yes
Are regular checks of fire safety signs carried out: Commentary:	Yes
Is there a maintenance regime for the fire warning system: Commentary: Annual check on hooter needed when extinguishers are serviced. Check on smoke alarms, each time Centre is used by groups	Yes
Is there a maintenance regime for the emergency lighting system: Commentary:	n/a
Is there maintenance of the firefighting equipment (by competent person?) and condition checks: Commentary: Done by Brian Belcher, 0780 1613381 on 6 th April 2018. Must be renewed within 13 months <p style="text-align: right;">Annually</p>	Yes
Are records kept and their location identified: Commentary:	Yes

Extinguishers signed and dated after annual servicing. Defects are noted in the appropriate book, kept hanging beside the tall display unit opposite the sink.	
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16. METHOD FOR CALLING THE FIRE SERVICE ('How to complete a fire risk assessment' Sec 16)
Specify: Called by anybody discovering a fire – by landline, by a leader or by anyone else. NB No mobile phone signal until higher upon the hill.
17. EMERGENCY ACTION PLAN (EAP) ('How to complete a fire risk assessment' Sec 17)
Commentary: See Fire Service example in Section 22, adapted slightly by me, for now.
18. TRAINING ('How to complete a fire risk assessment' Sec 18)
Commentary: Trustees need to be trained in the EAP, once finalised. Leaders of user organisations have been informed, with responsibility to pass it on to their members. Fire Drill. Might be worth having one when we have a large group present!

19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED ('How to complete a fire risk assessment' Sec 19, 20)					
See Section:-	Deficiency / Rectification	Priority	To be Completed within	To be Completed by - name	Date Rectified. Name and Signature

20. GENERAL COMMENTS AND/OR OBSERVATIONS	
Item	Control Measure/Action
n/a	

21. ADDITIONAL HAZARDS ('How to complete a fire risk assessment' Sec 21)

Specify:

I am not aware of any additional hazards which might be a problem to the Fire Service.

We are not aware of any asbestos in the building, with the exception of a small percentage (probably Chrysotile) in the Eternit slates.

Isolation valves etc.

Water: Behind the door facing the main entrance, at the foot of the escape ladder. NB Private gravity-fed water supply, therefore no hydrant.

Electricity: Main switch just inside double doors to Lamproom. Main circuit breaker box high up, on wall of workroom, opposite steps down to Lamproom. Subsidiary circuit breaker box at the foot of the stairs to the first floor. Standing wiring is checked by a qualified engineer every five years. PAT tests every five years, with visual inspection at regular short intervals.

Need to consult Fire Service

No

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: Graham Woodrow
Role: Mine Manager

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: P. Kennett
Role: Trustee

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES
- SMOKE ALARMS

RESPONSIBLE PERSON
Name: Graham Woodrow
Role: Mine Manager

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name: P. Kennett
Role: Trustee

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name: P. Kennett
Role: Trustee

EMERGENCY ACTION PLAN

ASSEMBLY POINT

Outdoor Classroom

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE HOOTER OR VOICE
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY LANDLINE IF SAFE TO DO SO: OTHERWISE VIA NEIGHBOUR OR MOBILE PHONE FROM HILLSIDE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK
- ALERT THE NEIGHBOURS

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE AS ABOVE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

TOUGH!