

SMITH'S WOOD PARISH COUNCIL

FIRE RISK ASSESSMENT

&

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 Burton's Way, Smith's Wood (Smith's Wood Parish Council Office, Gym Offices, Gym Room, Toning Room, Health Suite, Shower Block and Stairwell 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 Smith's Wood Parish Council Health & Safety Policy 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 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.
- Co-operate and co-ordinate with other responsible persons who also occupy the building (Smith's Wood Primary Academy), 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 the Parish Council 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:

- Faulty electrical equipment/system

Sources of fuel:

- Flammable chemicals (cleaning products)
- Packaging materials, stationery, Christmas decorations
- Archives stored in cupboards
- Plastics/rubber (polyurethane foam-filled furniture)
- Waste products (shredded paper, etc)
- Domestic cleaning products

Sources of oxygen:

- Internal office extractor and fan

2. Identification of people at risk

People in the premises:

- Employee/s at work station if office areas
- Employee/s at work in premises
- Visitors in Gym room, toning room, health suite, showers and halls
- Visiting Councillors/other officials

People especially at risk:

- Visitors unfamiliar with premises
- Visitors with disabilities or who are elderly or with children

3. Evaluation, removal, reduction and protection from risk

Evaluation of the risk of a fire occurring:

- Faulty electrical system
- Faulty small electrical appliances
- Paper and archives catching fire
- Flammable liquids and substances

Evaluation of the risk to people:

- Lone workers in offices
- Visitors exiting through an un-familiar building

4. Removal or reduction of sources of ignition:

- No smoking policy throughout premises
- Electrical system should be tested every six years (NICEIC Approved Contractors)
- Small appliances should be tested annually (NICEIC Approved Contractor)
- All electrical equipment/appliances (Computer, gym equipment, etc) should be switched off when employee/s leave the premises

5. Removal or reduction of sources of fuel:

- All liquids and flammable substances should be stored in a fireproof cabinet. The minimum of substances should be stored
- Waste paper bins should be emptied at the end of every working day
- Archives should be stored in fireproof cabinet.

6. Removal or reduction of sources of oxygen:

- All windows and doors should be closed after working hours
- Extractor fan and cooling fans should be switched off when employee/s leave the premises
- Fire doors must not be wedged open

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 a qualified person annually.

Escape routes:

- 'Fire exit' signs are located over all doorways in the premises
- An evacuation plan and instructions to be sited in all main rooms
- All escape routes are to be kept clear at all times

Fire fighting equipment and facilities:

- One foam and one CO2 fire extinguisher is situated outside Clerk's office, the bottom of the stairwell, top of stairwell, corridor leading to gym, corridor leading to upstairs gym office, gym room, outside downstairs gym office and in corridor outside shower block. One CO2 fire extinguisher is situated in upstairs gym office, health suite and toning room.
- There is adequate access for fire engines
- A certificate is to be kept in the Clerk's office which records tests and maintenance.

8. Emergency Plan:

- On discovery of fire:
 1. Evacuate the building through the nearest safe exit and muster in seating area opposite the building (outside Medical Centre).
 2. Alert Smith's Wood Primary Academy
 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.

Head Steward:

- Inform visitors who are meeting or working in the premises of potential risk and the Fire Escape Plan.
- Inform and update Smith's Wood Primary Academy of the Fire Risk Assessment and Fire Management Plan.
- Ensure the premises and any equipment provided for fire fighting, fire detection and warning, emergency routes and fire exits are displayed and maintained by a competent person in efficient working order and in good repair. Records to be kept in the Clerk's office.
- Consider the presence of dangerous materials and flammable liquids.
- Check on a weekly basis the smoke alarms and records. Smoke alarms are under school contract, the Parish Council has no access.

All Staff:

- Ensure that emergency exits are kept clear at all times.
- Empty waste paper bins end of each working day.
- Ensure all electrical appliances are switched off end of each working day.
- Ensure extractor and cooling fans are switched off end of each working day.
- 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.

Smith's Wood Primary Academy will be supplied with a copy of this document for their information.

Review:

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

Appendix 1

SMITH'S WOOD PARISH COUNCIL

FIRE PLAN FOR VISITORS TO COUNCIL OFFICES AND COMMUNITY GYM IN THE EVENT OF A FIRE

- Leave the building via nearest safe exit. Leave personal belongings behind.
 - **ALERT SMITH'S WOOD PRIMARY ACADEMY**
 - Call Fire Brigade
 - Muster in seating area opposite the building (outside Medical Centre).
 - Disabled persons to be taken to the refuge point to await assistance, unless they are able to safely exit the building without assistance.
1. Please familiarise yourself with the layout of the building, in particular location and route to the nearest fire exit.
 2. There are linked smoke alarms in each of the main rooms.
 3. There is a plan and evacuation map in each of the main rooms.
 4. Telephones are located in upstairs gym office, downstairs gym office and Clerk's office.

SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING