

## FIRE SAFETY RISK ASSESSMENT AUDIT - CENTRE

|                                 |  |
|---------------------------------|--|
| Name and address of premises:   | The Beamsley Project<br>Harrogate Road<br>Hazelwood<br>Skipton<br>BD23 6JA |
| Date of assessment:             | 27 <sup>th</sup> September 2006  |
| Person carrying out assessment: | John Tomlinson   |
| Date noted by Trustees:         | Sep 2015   |
| Last Review                     | April 2016   |

| Identification of hazards   | Measures which are already in use to control the risk.  | Additional control measures which need to be taken     |
|---|---|--|
| Overheating of electrical equipment:<br>Tumble dryer, battery charging, dishwasher, electric hobs in kitchen, plate warmer in dining room, microwave, rotary Iron, hot water boiler | All equipment is regularly checked and serviced when required by qualified electrician.<br>Instructions are given to visitors on appropriate use of these appliances.   | Staff to be trained on the updated risk assessment.    |
| Portable electrical equipment.  | PAT testing carried out by qualified electrician as per advice from HSE.<br>Team are trained to visually check all plugs and cables before use. Any defects are noted in Building Maintenance File which will then be actioned by the warden. |  |
| Electrical heaters.   | Wired thermostatic radiators are checked by project staff during cleaning, before each new arrival. We do not allow the use of portable electric heaters.   |  |
| Smokers.  | We operate a 100% no smoking policy and signs are displayed throughout the premises.<br>Designated smoking area is located to the rear of the car park near the covered area.   |  |
| Bedding.  | The majority of all bedding is fire retardant.  | Old bedding is always replaced by fire retardant linen |

|                                   |   |  |
|-----------------------------------|---|--|
| Waste.                            | Combustible material is regularly cleared to the outside bin supplied by Craven District Council and emptied weekly by the council.   |  |
| Storage of combustible materials. | Small quantities of bedding are stored in the visitors' cupboards and in the linen cupboard in located on the first floor. The main linen room is protected by a heat activated sensor. |  |
| Chemicals                         | All cleaning chemicals are low risk products and are stored in the upper linen room which is locked and not accessible by guests to the property.                                       |  |
| Storage of flammable liquids      | If any are used on site only stored in small quantities in the outside store which is locked at all times and not accessible to guests.   |  |

## Identification of people at risk

[complete each box to indicate numbers of people at risk and their location]

|                                    |   |
|------------------------------------|---|
| Upper floor                        | Visitors using the Langbar Hall and bedrooms 7 and 8. [could be 8 in the bedrooms, possibly 30 in the Langbar Hall]<br>Staff working in the office or other first floor rooms. [possibly 5]                       |
| Single staircase                   | In the Centre there is little combustible material on the stairs but people on the first floor could be at risk from a fire below and would have to use the purpose built fire escape from the Langbar Hall.      |
| Long travel or dead-end conditions | In the centre bedrooms 7 and 8 and the office could be considered a dead end. These areas are the furthest from any emergency exit.   |
| Visitors                           | The purpose of the premises is to provide holiday accommodation therefore the premises are always occupied by visitors. They may not be familiar with escape routes. The centre can accommodate up to 24.         |
| People with special needs          | The purpose of the premises is for holiday accommodation for people with disabilities and they may need special help to escape.   |
| Staff                              | There may be occasions when Project staff are on their own in the building. They know the fire exits and evacuation procedures. Training to be carried out on evacuation procedures in the event of an emergency. |

## Specific control measures

[Record findings for each of the following actions which will be needed to correct deficiencies]

|  |  |
|--|--|
| <p><b>Fire Alarm –detection</b><br/>Is there a need to provide early detection? Does the existing system meet the need?</p>  | <p>There is a detection system in the Centre. This consists of heat and smoke detectors. These are maintained to British Standards by a contractor.</p>  |
| <p><b>Fire Alarm – warning</b><br/>Can everyone in the building hear the alarm? Is there a need for other means of giving warning eg visual signs?</p>   | <p>There is an audible warning system that is maintained to British Standards by a contractor. It is tested at frequent intervals and this is recorded.<br/>The Centre system is linked to the Cottage as advised by the Fire Officer.</p>   |
| <p><b>Escape lighting</b><br/>Are there any parts of the building where escape would be difficult if the normal lighting failed, eg internal corridors and staircases?</p>   | <p>There is an emergency lighting system that is maintained to British Standards by a contractor.</p>  |
| <p><b>Escape routes</b><br/>Are there enough routes to enable people to escape without being put at risk by the fire? Where there are alternatives are they separated so both will not be simultaneously affected by fire?</p> | <p>Fire exits are signed and these are illuminated if the alarms go off. Escape routes are checked regularly and kept clear.</p>   |
| <p><b>Fire extinguishers (1)</b><br/>Are there enough of the appropriate type to enable a small fire to be tackled?</p>  | <p>There is a variety of extinguishers throughout the premises. All are appropriately labelled.</p>  |
| <p><b>Fire extinguishers (2)</b><br/>Is there a maintenance programme? Are staff given adequate training in the use of fire extinguishers?</p>   | <p>These are maintained by a contractor and his advice taken on quantities and type. Full instructions are posted for the use of visitors.</p>   |
| <p><b>Escape signs</b><br/>Are there enough signs to enable all persons to use all escape routes?</p>  | <p>All escape routes in the Centre, are clearly signed by statutory signs and these are illuminated if the alarm sounds. There are also Braille signs.</p>   |
| <p><b>Staff training</b><br/>Have all staff received some instruction in what to do in the event of a fire? Is there a need to carry out an evacuation drill?</p>  | <p>There is a published evacuation plan for the Centre. There is information in all bedrooms informing visitors of escape routes and emergency procedures.</p>   |
| <p><b>Visitors to Centre</b></p>   | <p>There is a published evacuation plan, for the Centre, and this is given to the leaders of all groups. There is information in all bedrooms informing visitors of escape routes and emergency procedures. The plan recommends that all group leaders organise an evacuation drill.</p> |

|  |   |
|--|---|
| <p><b>Disabilities</b><br/>Are there any special arrangements for the evacuation of persons with special needs?</p>  | <p>The premises are used regularly by people with a variety of disabilities. They are always accompanied by their own carers who are provided with full information on evacuating the building and calling the fire brigade. In the Langbar Hall there is an evacuation chair and a sledge for use on the external fire escape. Full instructions are provided. There is a battery operated stair climber that can be used to get people with disabilities down the stairs in an emergency.</p> |
| <p><b>Testing</b><br/>Is the fire alarm and emergency lighting tested with British or European Standards?</p>  | <p>Both are tested weekly by project staff and maintained by a contractor on quarterly basis. Details of the contractor can be found in the fire file located in the office.<br/>Emergency lighting is tested monthly by project staff and maintained by a contractor on a quarterly basis.</p>   |
| <p><b>Arson</b><br/>Have you considered the vulnerability of arson attack?</p>   | <p>After assessment of the history of the building the risk of arson is considered to be low we do ensure that all storage cupboards are kept locked and are not accessible to the general public.</p>  |
| <p><b>Security</b><br/>Can people open all doors easily on escape routes? Are there any measures in place to ensure people are not locked in the premises out of normal hours?</p> | <p>Yes, although wheelchair users may need help from their carers. Visitors are rarely given keys to internal doors, as these should not be locked. All outside doors have push bars and people cannot be locked in the premises. The entrance doors and one door to the Langbar Hall are automatic.</p>  |

## Systems of work

[Your day to day working practices could have a significant effect on the level of risk which exists, look at your working practices and comment on how they could affect the risks you have identified.]

|   |   |
|---|---|
| <p><b>Staff training</b><br/>Are all staff made aware of any special measures which need to be considered relating to their work tasks?</p>   | <p>Yes</p>  |
| <p><b>Work permits</b><br/>Do any workers, including outside contractors, require a permit to work before commencing any tasks involving hot work or flammable materials?</p>   | <p>N/A</p>  |
| <p><b>Housekeeping</b><br/>Are the amounts of flammable materials kept to a minimum? Is flammable waste placed in metal bins? Is flammable waste removed to a safe storage area regularly? Are stocks of flammable materials stored in places designed for the purpose?</p> | <p>There are few flammable materials. Cleaning materials are only stored in small quantities and are locked in a secure room.</p> |
| <p><b>Preventive maintenance</b><br/>Is all machinery and electrical equipment serviced and tested as per manufacturers recommendations or as per other health &amp; Safety requirements?</p>   | <p>Yes - all such equipment is serviced and tested by qualified contractors at appropriate intervals.</p>                         |
| <p><b>Other control measures</b><br/>Are other Health &amp; safety regulations adhered to eg COSHH Regulations.</p>   | <p>Yes.</p>   |

## Further comments

## Risk Assessment Review

A review of your risk assessment may be required every time you make changes in the workplace, including taking on new staff.

|                       |            |
|-----------------------|------------|
| Date of revision      | April 2016 |
| Significant findings: | No         |
| Action required:      | No         |

|                 |                             |  |                       |
|-----------------|-----------------------------|--|-----------------------|
|                 |                             |  | Signed                |
| Date of review: | 8 <sup>th</sup> Feb 2007    | Emergency lights now fitted in Cottage<br>Centre alarm now linked to sounder in Cottage. | P Shields (Chairman)  |
|                 | 26 <sup>th</sup> March 2008 |  | P Shields             |
|                 | March 2010                  |  | P Shields             |
|                 | March 2011                  |  | P Shields             |
|                 | March 2012                  |  | P Shields             |
|                 | Sep 2013                    |  | M Perry (Trustee)     |
|                 | Sep 2014                    |  | M Perry (Trustee)     |
|                 | Sep 2015                    |  | M Perry Trustee       |
|                 | June 2019                   |  | J Tomlinson (Trustee) |