

**COUNTY DURHAM & DARLINGTON
FIRE & RESCUE SERVICE**

**FIRE SAFETY
RISK ASSESSMENT**



FOR SIMPLE PREMISES v2

www.ddfire.gov.uk

Introduction

Fire Safety Risk Assessment

This form is intended to assist small businesses in carrying out the fire safety risk safety assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the '*What needs to be done to make each situation safe?*' section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit www.ddfire.gov.uk and following the links in fire safety then legislative fire safety.

The 5 Step Guide to Fire Safety Risk Assessment

- 1 Identify the fire hazards
- 2 Identify people at risk
- 3 Evaluate, remove, reduce and protect from risk
- 4 Record, plan, inform, instruct and train
- 5 Review

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	Framwellgate Moor Parish Council
Premises Name:	The Pavilion
Address:	Front Street Framwellgate Moor DH1 5BL
Responsible Person:	Mr A Foster
Position:	Clerk to the council
Date of Assessment:	2017-10-13
Carried out by:	Peter Dawson
Position:	Parish Councillor
Use of the Premises:	Bowling facilities, football matches, parish council meetings, general meetings

OCCUPANCY

Times in Use:	Weekdays:	09:00 – 17:00	Weekends:	09:00 – 17:00
Total Numbers of Staff:	Weekdays:	1.2	Weekends:	1
Total of all Persons Present:	Weekdays:	20 +	Weekends:	35

SIZE

Total Size of Premises (M ²):	80+ m ²
Number of Storeys:	1
Number of Basements:	0

INDEMNITY

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive and County Durham and Darlington Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

Step 1 - Identify Fire Hazards (Sources of Ignition)

<i>Type</i>	<i>Location</i>	<i>Are existing control measures suitable?</i>	
Naked Flames	Not applicable	YES	NO
Portable Heaters and Heating Equipment	South wall interior x2	YES	NO
Electrical Equipment	Main room	YES	NO
Cooking Equipment	Not applicable	YES	NO
Work Process Risk(s)	No hazardous processes carried out within the building	YES	NO
Arson	Refuse bins stored away from building	YES	NO
Smoking Materials	The building is a no-smoking area.	YES	NO
Other Sources (including Contractors)	No sources of ignition expected from outside contractors.	YES	NO



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
		YES	NO
Wood / Paper /Cardboard	Main room	YES	NO
Plastics / Rubber / Foam	Main room	YES	NO
Retail Stock	None	YES	NO
Furniture and Fixings (curtains, blinds etc)	None	YES	NO
Flammable Material (gases / liquids / paints / thinners / glues)	None	YES	NO
Display Materials or Decorations	Main room	YES	NO
Waste Materials (refuse, packaging)	Outside of building in bins stored away from the walls of the building	YES	NO
Building Structure	None	YES	NO
Oxygen Supplies (air conditioning units / bottles / piped supply)	None	YES	NO



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

Step 2 – Identifying People at Risk

Type	Findings
<p>a) Sensory Risk: People with visual and / or hearing impairment(s)</p>	<p>No employees. Hiring contract contains advice for users of the building.</p>
<p>b) Mobility Risk: People with physical impairments</p>	<p>No employees. Hiring contract contains advice for users of the building.</p>
<p>c) Familiarity Risk: People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	<p>A member of staff to manage the induction process for other users of the building.</p>
<p>d) Numbers Risk: Large numbers of people, small numbers of disabled people</p>	<p>The building has a maximum capacity of 60. It is not anticipated that this figure will be reached, and certainly not exceeded. Disabled people will always be accompanied by a helper.</p>
<p>e) Lone Workers / People Working in Isolation / Others</p>	<p>One Lone Worker (LW) employed by the Parish Council, with occasional support from volunteers. Training is in place for identified risks and support available for help in unusual circumstances.</p>

Additional Information:

e) See Lone Working Risk Assessment and Policy

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES	N/A
Are combustible materials kept away from ignition sources?	YES	N/A
Are all windows and openings closed last thing at night?	YES	NO
Is your fire alarm system adequate for your premises?	YES	N/A
Will everybody be warned if the fire alarm operates?	YES	N/A
Can everyone escape without assistance?	YES	NO
Is escape from fire available in more than one direction?	YES	NO
Are all fire exits easily identified by the correct signs?	YES	NO
Are escape routes free from obstruction and storage?	YES	NO
Are all doors on escape routes easily opened without a key?	YES	NO
Do all doors on escape routes open in the direction of escape?	YES	NO
Can everyone escape in a reasonable time?	YES	NO
Do you have emergency lighting?	YES	NO
Is the lighting adequate to illuminate circulation routes?	YES	NO
Do you have fire fighting equipment?	YES	NO
Is the fire fighting equipment adequate for the risks present?	YES	NO
Are housekeeping and general waste management adequate?	YES	NO
Are security arrangements sufficient to prevent access?	YES	NO
Are measures adequate to prevent the incidents of arson?	YES	NO
Are there any large open roof spaces or concealed ceiling voids?	YES	NO
Could a fire in your premise spread to another?	YES	NO
Can the fire service easily get to your premises?	YES	NO



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Could a fire in your premise spread to another?	No adjacent buildings	2017-10-13	2017-10-13
✓ Do all doors on escape routes open in the direction of escape?	Alternative doors are adequate for use.	2017-10-13	2017-10-13
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?	YES	NO
Have you provided fire instruction and staff training?	YES	NO
Are there records of fire drills to test your training and emergency plan?	YES	NO
Are there records of maintenance on all fire safety measures?	YES	NO
Have you recorded the significant findings of this assessment on Page 9?	YES	NO

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Are there records of fire drills to test your training and emergency plan?	Not required for simple premises.	2017-10-13	2017-10-13
✓			
✓			
✓			
✓			

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

21/ 10 / 2020

For further information visit the website – www.firesafetyguides.communities.gov.uk or contact the Fire Safety Section of County Durham & Darlington Fire & Rescue Service on 0191 384 3381.

A copy of this form can be downloaded from www.ddfire.gov.uk and follow the links from fire safety then legislative fires safety.

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low

Normal

High

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).

SIMPLE PREMISES

FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Ref:	Action Required	Priority	Action by Whom	Completion Date


Page _____ of _____


PLAN DRAWING


Complete a simple line drawing of the premises and identify your fire safety provisions including escape routes, portable fire extinguishers, smoke and / or heat detectors, emergency lighting and fire alarm call points.


KEY

Escape Routes 

Fire Extinguishers 

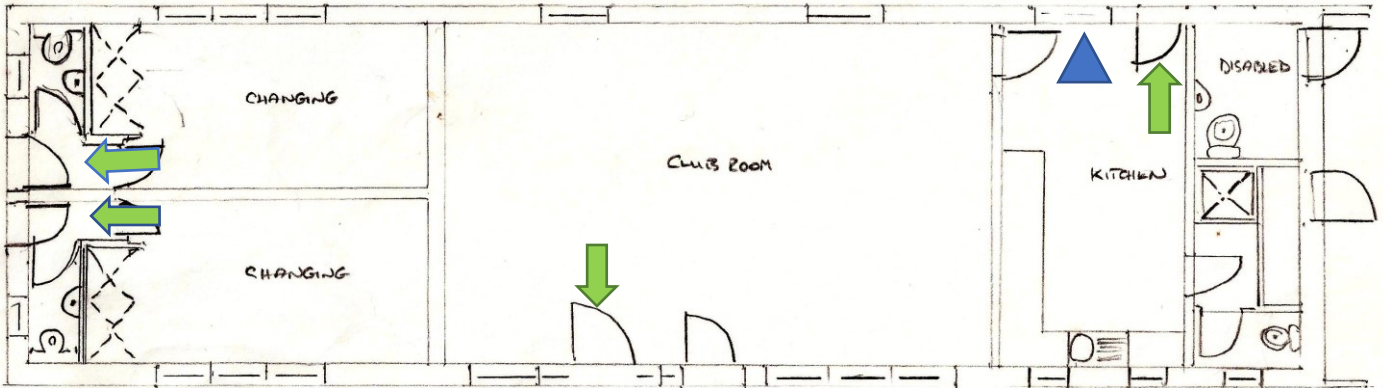
Smoke Detectors 

Heat Detectors 

Fire Alarm Sounders 

Emergency Lighting 

Manual Break Glass Point 



In case of fire:

1. Shout, "Fire, Fire, Fire"
2. Leave the building by one of the identified exit points. Do not stop to collect personal belongings
3. If you can tackle the fire using a fire extinguisher without putting yourself or others at risk – do so, and then leave the premises.
4. Assemble outside the building at the designated Fire Assembly Point – by the tennis courts.
5. Dial 999 and ask for Fire and Rescue service the address is: The Pavilion, King George the Fifth Field, Framwellgate Moor, DH1 5BL. The Nearest public call box is outside the Marquis of Granby pub.
6. Do not re-enter the building until it is made safe and you have been told that you can do so.

Identifying Ignition and Fuel Sources

As an aid to identifying the hazards within your premises it's possible to use a system of noughts and crosses, using an **X** to mark **ignition sources** and an **O** for **fuel sources**.

CUSTOMER CARE CHARTER

OUR STANDARDS AND COMMITMENTS

Emergency Response

- we will attend 70% of all dwelling fires within 8 minutes and 90% within 11 minutes
- we will attend 75% of all road traffic accidents within 11 minutes and 90% within 15 minutes
- emergency calls will be answered within 1.46 seconds

Support Services

- all administration telephone calls received by Headquarters' reception team will be answered within 15 seconds
- we will acknowledge receipt of all correspondence and e-mails within 5 working days of receipt and respond fully within 10 working days

Complaints

- you can expect a response to informal complaints within 5 working days
- formal complaints will be acknowledged within 2 working days and fully responded to within 7 working days (please refer to our '**Comments, Compliments or Complaints**' leaflet for full details)

OUR PROMISE

In seeking to achieve excellence in customer care we aim to ensure that:

- ❖ our staff are welcoming, polite, courteous and helpful
- ❖ all our staff wear identity badges
- ❖ we respect your right to privacy, confidentiality and safety
- ❖ we treat everyone fairly and equitably, respecting individual needs
- ❖ we use clear language and not jargon
- ❖ we communicate effectively and respectfully with all members of our community
- ❖ our staff are regularly trained and developed
- ❖ we regularly seek the views of Service users
- ❖ our standards, targets and performance plans are widely published

If you have any feedback relating to any of the above, suggestions on how to make our services more accessible for all members of the communities we serve or would like a copy of the Comments, Compliments or Complaints leaflet, please contact Headquarters reception by using the following contact details:

☎ 0191 384 3381 or ✉ ServiceHQ@ddfire.gov.uk

This document is also available in other languages, large print and audio format upon request

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Arabic

এই ডকুমেন্ট অন্য ভাষায়, বড় প্রিন্ট আকারে এবং অডিও টেপ আকারেও অনুরোধে পাওয়া যায়।

Bengali

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

Urdu

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Cantonese

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Hindi

Ce document est également disponible dans d'autres langues, en gros caractères et en cassette audio sur simple demande.

French