

FIRE RISK ASSESSMENT

Regulatory Reform Fire Safety Order 2005

This fire risk assessment has been carried out on behalf of person(s) named below whom, as an employer (or their representative), is the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005. It is intended to assist in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.


It is important that the person in charge of the premises studies this fire risk assessment and understands its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that the person in charge of the premises studies the Action Plan. If any recommendation in the Action Plan is unclear, further advice should be requested from the Assessor.

The Fire Safety Order requires that there are arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a Risk Assessment as the General fire precautions the Responsible Person must take to comply with the Fire Safety Order. These arrangements must be recorded.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. It must be ensured that there is a record of the fire safety arrangements, adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. This should take the form of a site/company fire manual. Consideration will have been given, in carrying out this fire risk assessment, to the adequacy of the site/company fire manual.

The Fire Safety Order also requires that the Responsible Person appoints one or more competent persons to assist in undertaking the general fire precautions required by the Order.

More generally, this fire risk assessment forms only a foundation for management of fire safety in the premises and compliance with the Fire Safety Order. It is essential that routine inspections are carried out periodically to ensure continued compliance with the Fire Safety Order, and to verify that fire precautions have not been compromised.

Responsible Person, or person having control of the premises.	Bottesford Parish Council
Premises Address:	The Old School, Grantham Road Bottesford, Nottingham NG13 0DF
Assessor:	Bernard Carey MCGI/CMIOSH
Date of Previous Fire Risk Assessment:	July 2018
Date assessment conducted:	24 Sep 2020
Recommended Review Date:	Sep 2021
Assessor Signature	

GENERAL INFORMATION

1 - The Premises			
1.1	Number of Floors	Single Floor with small outbuildings	
1.2	Approx Floor area (Gross)	240 sq mtrs	
	Per floor	n/a	Ground Floor n/a
1.3	Construction	Victorian brick and timber with slate/tile roof, circa 1870s Divided into 2 meeting rooms with other small side rooms	
1.4	Use	Parish Council office and rooms for hire	
2 - Occupants			
2.1	Approx max occupants	60 in Fuller Room & 80 in Parish Room	
2.2	Approx employees at one time	2 Parish Council staff. Variable numbers when rented out.	
2.3	Max members of Public	To limits at 2.1 above	
2.4	Hours of occupation	AS REQD.	
3 - Occupants especially at risk			
3.1	Sleeping occupants	None	
3.2	Disabled occupants	Variable. Renters to conduct Risk Assessment for mobility impaired persons as applicable.	
3.3	Remote occupants/workers	Parish Clerk during Office Hours	
3.4	Young persons	None	
3.5	Others	Caretaker as reqd.	
4 - Fire Loss Experience None recorded			
5 - Any Other Relevant Information Approximately 50% of the old Village School building, the remainder of the building being used as the Library.			
6 - Relevant Fire Safety Legislation			
6.1	Applicable legislation	Regulatory Reform (Fire Safety) Order 2005	
6.2	Enforced by	Leicestershire FRS	
6.3	Other Legislation	None Applicable	
6.4	Enforced by	N/A	
6.5	Comments?	Nil	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7 - ELECTRICAL SOURCES OF IGNITION		
7.1	Reasonable measures taken to prevent electrical fires?	Yes / No
7.2	Fixed Installation inspected and tested	Yes / No
	Portable Appliance testing where appropriate?	Yes / No
	Suitable policy on personal electrical items?	Yes / No
	Suitable policy on trailing leads and adaptors?	Yes / No
7.3	Comments and observations Policy on personal Electrical items is in the Hirer's T&C, but not specifically in Parish Council Policy Documents It was noted that 'Socket Safety Covers' are in use in the Fuller Room. The name is a misnomer; they are far from safe. There is no British Standard for these because they are a pointless item when used with BS1363 sockets, and their use could invalidate building insurance. See www.fatallyflawed.org.uk Official advice against their use has grown in the last 10 yrs, but for some reason they have not actually been banned, despite there being no valid BS or CE marking for them.	
8 - SMOKING		
8.1	Reasonable measures taken to prevent smoking related fires?	Yes / No
8.2	Smoking prohibited on premises?	Yes / No
	Smoking prohibited in appropriate areas?	Yes / No
	Suitable arrangements made for smokers?	Yes / No
	Does this policy appear to be working at time of inspection?	Yes / No
8.3	Comments and observations As with 7.3. Not specifically a documented Policy	
9 - ARSON		
9.1	Do basic security measures against arson by outsiders appear reasonable?	Yes / No
9.2	Is there an absence of unnecessary fire load close to premises or available for ignition by outsiders?	Yes / No
9.3	Comments and observations Security of main building and outbuildings appears adequate in this regard	
10 - PORTABLE HEATERS AND HEATING INSTALLATION		
10.1	Is use of portable heaters avoided as far as practicable?	Yes / No
10.2	If relevant, is the use of more hazardous types avoided?	Yes / No / NA
	If relevant, are suitable measures taken to minimise ignition hazard?	Yes / No / NA
10.3	Are fixed heating installations subject to regular maintenance?	Yes / No / NA

10.4	Comments and observations Electric Heaters included as part of building electrical examination.	
11 - COOKING		
11.1	Reasonable measures to prevent cooking related fires?	Yes / No / NA
11.2	Filters changed and ductwork cleaned?	Yes / No / NA
	Suitable extinguishers available, e.g. Wet Chemical?	Yes / No / NA
11.3	Comments and observations Extinguisher comments at S 22	
12 - LIGHTNING		
12.1	Is a Lightning Protection system fitted	Yes / No / NA
12.2	Comments and observations NIL	
13 - HOUSEKEEPING		
13.1	Is the standard of housekeeping adequate?	Yes / No
13.2	Combustible materials separate from ignition sources?	Yes / No
	Avoidance of unnecessary build up of combustible materials or waste?	Yes / No
	Appropriate storage of hazardous materials?	Yes / No / NA
	Avoidance of inappropriate storage of combustibles?	Yes / No
13.3	Comments and observations NIL	
14 - HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		
14.1	Are fire safety conditions imposed on contractors?	Yes / No
14.2	Is there satisfactory control of outside contractors(inc hot works permits)	Yes / No
14.3	If there are in-house maintenance staff, are precautions taken during hot works, inc permits?	Yes / No / NA
14.4	Comments and observations No formal Documented Policy on hot works or other contractor activities.	
15 - DANGEROUS SUBSTANCES		
15.1	Are general precautions adequate for any dangerous substances used or stored at the premises?	Yes / No / NA
15.2	If 15.1 applies has a specific risk assessment been carried out as required by DSEAR?	Yes / No / NA
15.3	Comments and observations NIL	

16 - OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION, INCLUDING PROCESS HAZARDS THAT MAY IMPACT ON GENERAL FIRE PRECAUTIONS

16.1	Hazards Observed N/A
16.2	Comments and deficiencies observed N/A

FIRE PROTECTION MEASURES

17 - MEANS OF ESCAPE FROM FIRE

17.1	It is considered that the premises are provided with a reasonable means of escape in the event of fire	Yes / No
17.2	Adequate design of escape routes?	Yes / No
	Adequate provision of exits?	Yes / No
	Exits easily and immediately operable where necessary?	Yes / No
	Exits open in direction of travel where necessary?	Yes / No
	Avoidance of sliding or revolving doors where necessary?	Yes / No / NA
	Satisfactory means to secure exits?	Yes / No
	Reasonable travel distances where single direction of travel?	Yes / No / NA
	Reasonable travel distances where alternatives routes?	Yes / No / NA
	Suitable protection of escape routes?	Yes / No
	Suitable fire precautions for inner rooms?	Yes / No / NA
17.3	It is considered that the premises are provided with reasonable escape arrangements for disabled persons	Yes / No
17.4	<p>Comments and deficiencies observed (See Annex A)</p> <p>Final Exit Door from Fuller Room Kitchen is inadequate. Opens inwards and secured by bolts, Yale lock and thumb latch. This is not suitable for public access building.</p> <p>Final Exit Door from Parish Room Kitchen is very narrow, opening outwards, but a little over 500mm. Ideally it should be 750mm, and 900mm of wheelchair egress.</p> <p>Externally, the removal of the wall between the 2 former playgrounds would provide additional escape opportunities. At the moment, the exits from the rear of the building leave evacuees separated into 2 groups.</p>	

18 - MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1	It is considered that compartmentation is a reasonable standard	Yes / No
	It is considered that there is reasonable limitation of lining that might promote fire spread	Yes / No
18.2	As far as can be reasonably ascertained, Fire Dampers are provided to protect means of escape against passage of fire, smoke and combustion products in early stages of fire?	Yes / No / NA

18.3	<p>Comments and deficiencies observed</p> <p>Compartmentation within the loft space cannot be ascertained . It may be an open void over to the Library from the Parish Room.</p> <p>Fitment of doors is of a variable standard, with uneven clearance to the frame of between 1 to 6 mm, approximately.</p> <p>No internal doors are fitted with smoke seals, therefore smoke will soon leak from one room to another once a fire has taken hold.</p>	
19 - EMERGENCY ESCAPE LIGHTING		
19.1	<p>Reasonable standard of escape lighting provided</p> <p>Based on visual inspection but no formal test</p>	Yes / No / NA
19.2	<p>Comments and deficiencies observed</p> <p>Some shortcomings. No EL in the Fuller Room or either of the kitchens to the Fire Exits.</p> <p>Some EL units are dim with age and not helped by being obscured with Running Man signs. This obscuring with stick on signs is a common issue with EL units installed in the 1990s.</p> <p>Test Switches could be found for most EL Units, but the one mounted to the ceiling of the main foyer could only be checked by operating the Lights CB in the office Consumer Unit.</p>	
20 - FIRE SAFETY SIGNS AND NOTICES		
20.1	Reasonable standard of fire safety signs and notices?	Yes / No / NA
20.2	<p>Comments and deficiencies observed.</p> <p>Adequate signs above fire extinguishers</p> <p>Some small deficiencies. No Running Man signs within the Fuller Room to indicate an Exit</p> <p>Fire Safety Instructions are locally produced, but they should be to the recognised Blue/White format as per legislation.</p>	
21 - MEANS OF GIVING WARNING IN CASE OF FIRE		
21.1	Reasonable manually operated electrical fire alarm provided?	Yes / No / NA
21.2	Automatic Fire Detection (AFD) provided?	Yes / No / Part
21.3	Extent of AFD generally appropriate to occupancy and risk?	Yes / No / NA
21.4	Remote monitoring/transmission of alarm?	Yes / No / NA
21.5	<p>Comments and deficiencies observed</p> <p>Domestic battery operated Smoke Alarms installed in both main rooms.</p> <p>No Mains system installed</p>	
22 - MANUAL FIRE EXTINGUISHING APPLIANCES		
22.1	Reasonable provision of extinguishers?	Yes / No / NA

22.2	Hose reels?	Yes / No
22.3	Are extinguishers readily accessible?	Yes / No / NA
22.4	<p>Comments and deficiencies observed</p> <p>Extinguisher provision is excessive; a total of 11 items of equipment, 4 x Water, 3 x CO2, 1 x Foam, 1 x Dry Powder and 2 x Fire Blankets. The building is approx 240 Sq Mtrs. Official guidance is "provision of one water-based extinguisher for approximately every 200m2 of floor space, with a minimum of two extinguishers per floor, will normally be adequate."</p> <p>The provision of Fire Blankets is of questionable value in the kitchens. They are principally for Oil/Grease fires and if used incorrectly can very easily result in injury to the user if untrained in correct deployment.</p>	
23 - RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEM		
23.1	Type of system: N/A	
23.2	Comments: Nil	
24 - OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
24.1	Type of system: N/A	
24.2	Comments: Nil	
24.3	Suitable provision of Fire Fighters Switch(es)	Yes / No / NA
24.4	Comments Nil	

MANAGEMENT OF FIRE SAFETY

25 - PROCEDURES AND ARRANGEMENTS		
25.1	<p>Fire Safety is managed by: Jane Willcock (Caretaker) <i>Not a legal interpretation of Responsible Person, just the immediate arrangements</i></p>	
25.2	Competent Persons appointed to assist in undertaking general fire precautions?	Yes / No
	<p>Comments: In so much as Belvoir Safety Services are providing an FRA and additional guidance.</p>	
25.3	Is there a suitable record of the Fire Safety arrangements?	Yes / No / NA
	<p>Comments: There is no documented Fire Safety Plan or Manual</p>	
25.4	Appropriate fire procedures in place?	Yes / No
	Are procedures appropriate and properly documented?	Yes / No / NA
	Are there suitable arrangements for summoning the Fire and Rescue Service?	Yes / No
	Are there suitable arrangements to meet the FRS on arrival and provide relevant information, including hazards to fire fighters?	Yes / No / NA

	Are there suitable arrangements to ensure the premises are evacuated?	Yes / No / NA
	Is there suitable Assembly Point(s)?	Yes / No / NA
	Are there adequate procedures for evacuation any disabled persons?	Yes / No / NA
	Comments: There are adequate procedures in place, but they are poorly documented and communicated. This is important when the main use of the premises is hiring out.	
25.5	Persons nominated and trained to use fire extinguishers?	Yes / No / NA
	Comments: Parish Clerk and Caretaker should have training as they are lone workers during the typical day.	
25.6	Persons nominated and trained to assist with evacuation, including of disabled persons?	Yes / No / NA
	Comments: A function of the hiring T&Cs	
25.7	Appropriate liaison with FRS (e.g. FRS visits to familiarise with layout)?	Yes / No / NA
	Comments: Simple building layout	
25.8	Routine in-house inspections of fire precautions (e.g. as part of H&S Inspections)?	Yes / No / NA
	Comments: No documented checks, but some routine checks are completed by the caretaker.	
26 - TRAINING AND DRILLS		
26.1	Are all staff given adequate fire safety instructions and training on induction?	Yes / No / NA
	Comments: No staff training for Clerk or Caretaker	
26.2	Are all staff given adequate refresher training at suitable intervals?	Yes / No / NA
	Comments: as above	
26.3	Does all staff training provide information on the following:	
	Fire Risks at the premises?	Yes / No / NA
	Fire Safety measures in place?	Yes / No / NA
	Actions to be taken in the event of fire?	Yes / No / NA
	Actions on hearing the Alarm?	Yes / No / NA
	How to operate call Points?	Yes / No / NA
	Location and use of extinguishers?	Yes / No / NA
	How to summon the FRS?	Yes / No / NA

	How to identify nominated persons to assist evacuation?	Yes / No / NA
	How to identify nominated persons to use fire extinguishers?	Yes / No / NA
	Comments: No staff training provided.	
26.4	Are staff with special responsibilities (e.g. Fire Wardens) given training?	Yes / No / NA
	Comments: None	
26.5	Are appropriate Fire Drills carried out?	Yes / No / NA
	Comments A 'walkthrough' should be carried out periodically to see if the procedures work and are still relevant.	
26.6	When employees of another employer work at the premises:	
	Is their Employer given appropriate information?	Yes / No / NA
	Is it ensured the employees are provided with appropriate instruction and information?	Yes / No / NA
	Comments: Nothing documented. Should be part of the H&S procedures for contractors working on the premises	
27 - TESTING AND MAINTENANCE		
27.1	Adequate maintenance of the premises?	Yes / No
	Comments and deficiencies observed NIL	
27.2	Weekly testing and periodic servicing of Fire Detection/Alarm system?	Yes / No / NA
	Comments and deficiencies observed NIL	
27.3	Monthly and annual testing of Emergency Escape Lighting?	Yes / No / NA
	Comments and deficiencies observed Partial testing, not iaw BS EN 50172 & BS5266-1 A monthly functional check and an annual discharge check is required. The Fire Service will expect to see this documented.	
27.4	Monthly checks and annual maintenance of Fire extinguishing eqpt?	Yes / No / NA
	Comments and deficiencies observed Annual Maintenance is documented, but no user Monthly checks iaw BS5306-3 Linked to the over provision of fire extinguishers (at 22.4), this raises some concerns over extinguisher maintenance.	
27.5	Periodic inspection of escape stairs and gangways?	Yes / No / NA
	Comments and deficiencies observed NIL	
27.6	Six monthly inspection and annual testing of rising mains?	Yes / No / NA

	Comments and deficiencies observed NIL	
27.7	Weekly/Monthly/Annual Testing and 6-monthly inspection of Fire Fighting Lifts?	Yes / No / NA
	Comments and deficiencies observed NIL	
27.8	Weekly testing and periodic inspection of Sprinkler Systems?	Yes / No / NA
	Comments NIL	
27.9	Routine Checks of final exit doors and/or security fastenings?	Yes / No / NA
	Comments None documented	
27.10	Annual inspection and test of Lightning protection system?	Yes / No / NA
	Comments NIL	
27.11	Are suitable reporting systems in place for reporting and restoring safety measures that have fallen below standard?	Yes / No
	Comments With only 2 staff, this is easily done by immediate communication.	
27.12	Other relevant inspections or tests? NO	
	Comments? NIL	
28 - RECORDS		
28.1	Fire Drills?	Yes / No / NA
	Fire Training?	Yes / No / NA
	Alarm Tests?	Yes / No / NA
	Emergency Lighting Tests?	Yes / No / NA
	Maintenance and testing of other fire safety systems?	Yes / No / NA
28.2	Comments: Only annual Fire Extinguisher Servicing. Other routine checks have not been documented.	

FIRE RISK ASSESSMENT

Note:

The following simple risk level estimator is based on commonly used Health & Safety examples and is contained in PAS 79.

Likelihood of Fire	Potential consequences of Fire		
	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Trivial risk	Tolerable Risk	Moderate risk
MEDIUM	Tolerable Risk	Moderate risk	Substantial Risk
HIGH	Moderate risk	Substantial Risk	Intolerable Risk

*Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that **the hazard from fire (likelihood of fire) at these premises is:***

MEDIUM

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.

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

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

*Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, **it is considered that the consequences for life safety in the event of fire would be:***

MODERATE

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant, or in sleeping accommodation, other than an occupant sleeping in a room in which a fire occurs.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

MODERATE

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in British Standards PAS 79:2012

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
Substantial	<p>Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced.</p> <p>If the building is occupied, urgent action should be taken.</p>
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be repeated regularly.

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial/ Tolerable

***Priorities:**

1. Breach of legislation, having the potential for serious injury to relevant persons.
2. Breach of legislation (or other recognised guidance/standard), but not considered to constitute a serious threat to relevant persons.
3. Bad practice, but unlikely to constitute an immediate/serious threat to relevant persons.

****Suggested Timescale:**

Either a specific period or categorize as follows:

- A.** Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.
- B.** Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (3-12 months)
- C.** Medium term. (6-24 months)

Note : Serial Numbers below relate to the numbers shown in the left-hand column of the preceding table.

Serial	Requirement	Priority*	Timescale**
7.3	Electrical Safety Policy should be included in the overall H&S Arrangements for the Parish Council	2	B
	Socket Covers in the building should be removed immediately.(See Annex A)	1	A
8.3	Smoking Policy should be clearly documented.	2	B
14.4	A Policy dealing with Contractors should be included in the H&S Policies, so that clear rules are in place for contractors, this should include hot works, electrical works/tools etc	2	B
17.4	Emergency Egress Exits. (see images at Annex B) The door from the Fuller Room Kitchen should be changed to outward opening. While an inward opening door is permitted in limited circumstances such as low numbers of trained staff who are familiar with the route, it is unacceptable for a public building with potentially 60 persons evacuating. As the building is not 'Listed' it should not be too difficult for a skilled tradesman to adapt the same door to outward opening and fit Panic Bar door furniture.	1	A
	Door from the Parish Room Kitchen is narrow as it does not open sufficiently. Effective width is reduced by the push bar and opening onto the wall. As door is looking quite poor condition, recommend the opportunity is taken to have a replacement door hung in a slimmer frame, hinged on the opposite side so that it swung out to the left and gave full width egress. This could give close to the recommended 750mm. Still less than the ideal 900mm for wheelchairs, but a vast improvement.	1	A

	<p>At present, the 2 former playgrounds are separated by a wall between the main building and the outbuildings. If the wall were removed, this would aid evacuation to a single assembly point. The wall does not appear to be tied into either adjacent structure.</p> <p>It should be recognised in Fire Safety Plans that both of the 'Emergency Exits' are actually via significant Fire Hazard areas, i.e. the 2 kitchens.</p>	2	B
		1	B
18.3	<p>Internal doors do not have any smoke seals and are of average fit. These require monitoring for further wear and tear in the future. Considering typical use, occupancy and general layout, there is no requirement to have doors replaced with rated 'fire doors'.</p>	3	Review next Assessment
19.2	<p>Emergency Lighting (Refer to Annex C for locations) EL is concentrated in the Parish Room and the main entrance. There is no EL in either of the final exit kitchen areas, nor the Fuller Room. One of the requirements of EL is that it should be at every change of direction. Recommend an Electrical Contractor survey the building for appropriate lighting.</p>	1	A
22.4	<p>Provision of Fire Fighting equipment s excessive and inappropriate. (Refer to Annex C for current distribution)</p> <p>With the size of the building and the fire hazards present, we estimate that the number of extinguishers could easily be reduced by some 30-40%. A survey of extinguisher dates to next replacement should be carried out, but reducing to 3 pairs of CO2/Water or CO2/Foam would be recommended. Dry Powder is not recommended. Even with additional fire loading from events being held with various furnishing and combustible materials, additional extinguishers simply temps people to fight more than they are capable of dealing with.</p> <p>Strongly recommend removal of Fire Blankets to prevent possible injury to the public from incorrect use by untrained people</p> <p><i>The excessive provision and distribution is illustrated by the fact that there is one more extinguisher in the building than the servicing engineer is recording on their record forms.</i></p>	3	C
		1	A
25	<p>Procedures and Arrangements.</p> <p>Belvoir Safety Services will provide a Fire Safety Management Manual.</p>	2	B
26.1 to 26.5	<p>Staff training required for Clerk and Caretaker in Fire Safety measures.</p>	2	B
26.6	<p>Health & Safety procedures to include requirements and obligations of Contractors regarding working safely.</p>	1	B
27 28	<p>All relevant testing should be carried out at the recommended intervals and documented. The Fire Safety Manual provided will support this.</p>	2	B

END



BEAMA Position on socket-outlet 'protective' covers/protectors

BEAMA strongly advises against the use of socket-outlet 'protective' covers.

The British Standard for 13 Amp socket-outlets (BS 1363-2) and 13 Amp adaptors (BS 1363-3) mandates that these products incorporate safety shutters. The use of 'protective' covers can introduce a danger of electric shock¹ and fire by overcoming the safety features designed into the socket outlets and adaptors.

The UK BS 1363 13 Amp fused plug and socket-outlet system has been in use for many years with continuous improvements and is widely acclaimed to be one of the safest plug and socket-outlet systems, providing protection to the user against the risk of electric shock, overheating and fire.

The presence of the plug when engaged in the socket-outlet means there is no risk of the user making direct contact with the internal live parts of the socket-outlet contacts into which the inserted plug pins make electrical contact. The design of the BS 1363 socket-outlet affords protection to the user even when the plug is not inserted. This is achieved by the incorporation of a mechanical shutter which covers the internal contacts of the socket-outlet and prevents access to these without a plug being engaged. The shutter is displaced by the action of one or more plug pins when the plug is inserted into the socket-outlet. The incorporation of socket-outlet shutters is a safety requirement of all UK 13A socket-outlets.

Further supporting information and advice can be found at:

- IET: <http://electrical.theiet.org/wiring-matters/44/wall-socket-protectors.cfm?type=pdf>
- RoSPA: <http://www.rospa.com/homesafety/advice/electricity/policy.html>
- NHS: <https://www.cas.dh.gov.uk/ViewandAcknowledgment/ViewAlert.aspx?AlertID=102494>
- Barnardo's: www.fatallyflawed.org.uk/Barnardo.pdf
- Fatally Flawed: <http://www.fatallyflawed.org.uk>

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¹ Fatally Flawed: <http://www.fatallyflawed.org.uk>

Fuller Room Kitchen Door Fire Exit

With the Caretaker having opened Bolts 1 & 2 before the Hire, which is itself a potential 'human failing' that could arise, anyone exiting via this door is required to use 2 hands to
A) turn the small Yale Lock (3)
and to
B) lift the door catch (4)
They then have to open the door towards them; while other potentially panicking persons are pushing up behind them.



Parish Room Kitchen Egress Door

Narrow exit, not only because of the width of the door, but the inability to open fully. Resulting in the push bar at hip height restricting the width and being a potential injury hazard to evacuating members of the public.

If the door were mounted further out, inline with the exterior wall, it could open beyond 90 degrees to the left, leaving the full width open at some 740mm.

It would not be up to latest Building Regulations for egress widths, but would be considerably improved.



The brick wall dividing the 2 playgrounds



