

GNOSALL PARISH COUNCIL
(Including the Wards of Moreton and Knightley)

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FIRE RISK ASSESSMENT POLICY

This Policy is required by **The Regulatory Reform (Fire Safety) Order 2005** because:

- the premises to which it relates form a place of assembly for up to 300 people

It is based upon the HM Government Fire Safety Risk Assessment for small to medium places of assembly 2006 [the HM Government Fire Safety Risk Assessment for small to medium places of assembly 2006](#).

The premises will be inspected against this policy, using the associated Fire Risk Assessment Template, every quarter or sooner should circumstances warrant this. The findings of all inspections will be recorded and stored and any action needed will be undertaken as soon as practicable. Should any risk be identified as Serious, hire of the premises would cease until the issue had been rectified.

Since the venue is hired out for functions, the Fire Safety responsibilities of those organising the functions are set out in the hire agreement. Hirers are advised of their responsibility to ensure that they are familiar with, and comply with, both the Fire Risk Assessment Policy and the Health & Safety Risk Assessment Policy. As part of those responsibilities it is essential that hirers make the Parish Council aware as soon as possible of any defect relating to Health and Safety or Fire Risk.

Written:

October 2019

Formally adopted by Council:

November 2020

Last Review:

November 2024

Next Review:

November 2026

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, and hirers, 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.
- 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.
- Any contractor employed to work on the premises must provide their own fire extinguisher and this must be seen before commencement of work.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Clarify and publicise a suitable means to contact the emergency services and provide them with any relevant information about dangerous substances.
- Ensure that fire doors, fire alarms, fire extinguishers and fire procedures are all clearly signposted for users of the Grosvenor Centre, Youth Club and Library Buildings, as well as in the Parish Office.
- 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 and hirers must:

Co-operate with the Parish Council and its responsible Officers 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 or cause or allow damage to equipment relating to fire safety.

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 arising from the hazard

HAZARDS

1 Identification of fire hazards

Sources of ignition:

Gas fired boiler in storeroom
 Faulty electrical equipment/system
 Hot processes
 Arson

Sources of fuel:

Flammable-liquid based products/solvents
 Flammable chemicals (cleaning products, photocopier chemicals)
 Packaging materials, stationery, Christmas decorations
 Archives stored in storeroom
 Plastics/rubber (polyurethane foam-filled furniture).
 Waste products (shredded paper and wood shavings, off cuts etc).
 Domestic cleaning products
 Long grass/weeds around out building

Sources of oxygen:

Oxidising chemicals
 Internal office extractor and fan

2. Identification of people at risk

People in and around the premises:

Employee/s in office or premises in general, including storage shed/container at rear
 Visitors in Parish Office
 Library staff and users
 Youth Club staff and members
 Hirers

People especially at risk:

Visitors unfamiliar with premises
 Workers alone in any part of the premises
 Visitors with disabilities or who are elderly or with children
 Staff, visitors and children in the nursery area.
 (NB fire alarm can be heard in the Nursery and they have their own Fire Alarm call points.)

3 Evaluation, removal, reduction and protection from risk

Evaluation of the risk of a fire occurring:

Faulty electrical system
 Faulty small electrical appliances
 Faulty central heating boiler
 Arson
 Paper and archives catching fire.

Flammable liquids and substances.

Evaluation of the risk to people:

Lone working especially if isolated

Visitors exiting through an unfamiliar building

4 Removal or reduction of sources of ignition:

- No smoking policy throughout premises and rear outbuilding
- Electrical system should be tested every 5 years by means of an EICR) - Electrical Installation Condition Report (**all testing should be by NICEIC Approved Contractors**)
- Small/frequently used /portable appliances should be tested every 2 years
- IT equipment should be tested every 2 years.
- Fire alarms tested annually by a qualified company
- Boiler should be serviced annually
- No 'hot work' should be carried out in outbuilding or in store room.
- Hot Work Permit to be completed for every job involving any work that produces heat, flame or spark, whether by contractor, handyman or other agreed operative. The premises covered by the permit to be checked at a minimum of 30 minutes after completion of works.
- All electrical equipment/appliances (computer, photocopier etc.) should be switched off when employees or hirers leave the premises.

5 Removal or reduction of sources of fuel:

- Cleaning materials, especially corrosive and flammable substances, should be safely stored
- Trade waste bin should be stored away from side of building.
- Waste paper bins should be emptied at the end of every working day.
- Archives should be stored in fireproof cabinet
- Grass/weeds should be cut short around premises and out buildings.

6 Removal or reduction of sources of oxygen:

- All windows and doors should be closed after working hours and after events
- Fire doors must not be wedged open.
- Oxidising materials are not to be stored near flammable materials.

7 Removal or reduction of the risks to people

Early detection of fire:

Fire Point Buttons are located around the building. These simply need to be pressed (no glass to break) and alarms will sound throughout.

NB

They are NOT linked to any outside source such as Fire Station or services. These still need to be summoned.

Escape routes:

- 'Fire exit' signs are located over all doorways

- An evacuation plan and instructions is sited in each of the main rooms
- All escape routes are to be kept clear at all times (no vehicles are to be parked outside fire doors except for loading and unloading)

Fire fighting equipment and facilities:

- 8 Fire Extinguisher (various types) are located in the Grosvenor Centre as follows:
 - FE No. 1 (Foam) and FE No. 2 (CO₂), plus usage instructions, by main door in Foyer along with Fire Point button.
 - FE No. 3 (water) plus usage instructions, is located to the left of the door into the Main Hall from the Coffee Lounge
 - FE No. 4 (Foam), plus usage instructions, is located to the side of the Side Exit door to the Parish Office, along with a Fire Point Button. There is another Fire Point Button on the other exit onto the front car park.
 - FE No. 5 (powder), plus usage instructions, is located in the small kitchen just by the door from Coffee Lounge. There is also a First Aid Kit and Fire Blanket.
 - FE No. 6 (water) and 7 (CO₂) plus usage instructions are located in the chair store on the fire exit wall
 - FE No. 8 (powder) plus usage instructions, is located in the Large Kitchen on the left-hand wall as you enter from the Main Hall. There is also a First Aid Kit and Fire Blanket.
- There is a further extinguisher in the Parish Office Reception.
- A fire blanket is situated in each kitchen as above.
- There is adequate access for fire engines
- A record of tests, maintenance and risk inspections is kept.

8. Emergency Plan:

On discovery of fire:

1. Evacuate building through nearest safe exit closing doors and windows if safe to do so.
2. Muster in car parking area at front or rear of building, depending upon the location of the fire.
3. Ring Fire Brigade.

IMPORTANT INFORMATION

1. FIRST AID BOXES ARE SITUATED: (to be displayed in premises)

- ON THE SIDE OF STORAGE WARDROBES IN COFFEE BAR
- IN LARGE KITCHEN
- IN SMALL KITCHEN
- IN YOUTH CLUB

2. FIRE EXTINGUISHERS (8) are located in: : (to be displayed in premises)

FOYER (2)

SMALL KITCHEN (1) plus Fire Blanket and First Aid Kit

LARGE KITCHEN (1) plus Fire Blanket and First Aid Kit

LARGE HALL (2)

CHAIR STORE (2)

Plus 1 Fire Extinguisher in Parish Office Reception.

1 Fire Extinguisher in Youth club along with Fire Blanket

3. ELECTRICITY MAINS SWITCH IS LOCATED

- In the slim wall cupboard alongside the Brearley Room door. The key to this cupboard is in the boiler cupboard in the foyer and the Caretaker also has a key.
- There is an additional main circuit breaker in the Chair Store, affecting almost all 13 amp sockets in Hall and Kitchens.
- There is an additional mains switch inside Rosebuds to the Right of the entrance door.

4. GAS MAIN STOP COCK

- Is in the white Gas Box within the Nursery playgarden at the front of the building. The key to this is in Rosebuds Nursery and also in the Parish Office.

5. WATER MAINS STOP COCK

- Is in the cellar. Rosebuds has its own stopcock

ALL KEYS ARE HELD BY THE CARETAKER, PARISH OFFICE AND DPS.

NB Section 4 Bullet 3 amended to read "every 2 years" January 2022 to comply with legislation.