

# REGULATORY REFORM (FIRE SAFETY) ORDER 2005

## FIRE RISK ASSESSMENT

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|---|-------------------------------------|
| Responsible Persons (e.g.) Owners) or Persons having control of the premises: | Trustees.                           |
| Person(s) consulted:  | John Bennett and Ray Wise.          |
| Assessor:   | Steve Benney.                       |
| Date of Fire Risk Assessment:   | Monday 09 <sup>th</sup> April 2018. |
| Date of Previous Fire Risk Assessment:  | Not applicable.                     |
| Date for Review:  | Annually in-house.                  |

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**THE PURPOSE OF THIS REPORT IS TO PROVIDE AN ASSESSMENT OF THE RISK TO LIFE FROM FIRE, AND, WHERE APPROPRIATE, TO MAKE RECOMMENDATIONS TO ENSURE COMPLIANCE WITH FIRE SAFETY LEGISLATION. THE REPORT DOES NOT ADDRESS THE RISK TO PROPERTY OR BUSINESS CONTINUITY FROM FIRE.**



# Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (RRO) or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

Adequate fire safety training would generally include:

- Induction training (general fire awareness)
- Periodic refresher training (or where the level of fire risk increases because of changes)
- Training to support people in fulfilling their fire safety duties (e.g. responsible person)
- Training towards competence (fire risk assessment, fire warden, fire extinguisher)

Other places covered by the Order include common parts of houses in multiple occupation (HMOs) and common parts of blocks of flats and maisonettes including holiday homes.

## Risk assessment

The Fire Safety Order places the emphasis on risk reduction and fire prevention. Under the Order, people responsible for commercial buildings i.e. the employer, owner, or any other person who has control of any part of the premises, are required to carry out a mandatory detailed fire risk assessment identifying the risks and hazards in the premises. The risk assessment must be recorded if you have a total of five or more employees. The responsible person for the premises is also required to:

- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and where necessary record any findings.
- Maintain general fire precautions, and facilities provided for use by fire-fighters.
- Keep any findings of the risk assessment under review.

## GENERAL INFORMATION

- 1 **THE PREMISES** Passmore Edwards Institute,  
13-15 Hayle Terrace, Hayle,  
Cornwall, TR27 4BU.  
e-mail: [bookings@hayle-pei.org.uk](mailto:bookings@hayle-pei.org.uk)
- 1.1 Number of floors: 2.
- 1.2 Approximate floor area: 100 m2.
- 1.3 Brief details of construction: Traditional granite under a pitched slate roof.
- 1.4 Occupancy: Snooker hall and individual meeting/function rooms for hire. (mixed use).

## 2 THE OCCUPANTS

- 2.1 Approximate number in premises at any time: This will vary dependant on the use at any one time.
- 2.2 Approximate number of employees/volunteers: 3 - 5.
- 2.3 Approximate number of members of the public: Up to 120.

## 3 OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: None.
- 3.2 Less abled occupants: Possible on the ground floor only.
- 3.3 Occupants in remote areas: No.

## 4 FIRE LOSS EXPERIENCE

- 4.1 None in last 3 years

## 5 OTHER RELEVANT INFORMATION

This Fire Risk Assessment has been compiled using the information gathered from a site visit and the guidance contained in H M Government Fire Safety Risk Assessment – Small and Medium Places of Assembly.

## FIRE RISK ASSESSMENT APRIL 2018

### Article 9 - Risk Assessment

*“The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures”*

| 1. | <b>Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?</b>   | YES | NO | N/A |
|----|---|-----|----|-----|
| A  | Has a Fire Safety Risk Assessment been undertaken, completed and available?<br><br><b>Steve Benney 04/03/2018.</b>  | ✓   |    |     |
| B  | Is the Assessment suitable and sufficient, covering all significant risks, including all means of access to and egress from the premises, which may affect those who may be affected by fire? | ✓   |    |     |
| C  | Is there evidence confirming the assessment will be reviewed on a regular basis?  | ✓   |    |     |

#### **Comments:**

An annual review is recommended; however, should significant changes occur reviews may need to take place sooner.

The reasons for a review may include:

- A change of use to part of your premises.
- Alterations to a building including internal layout.
- Substantial changes to furniture and fixings.
- The introduction change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, eg. fire detection and warning system.
- Significant changes to display materials.
- A significant number of people present; and
- the presence of people with some form of disability.

As detailed within HM Governments fire safety guidance document, Fire Safety Risk Assessments – Small and Medium Places of Assembly.

**Article 10 – Principles of prevention to be applied**

*“Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1”*

| <b>2.</b> | <b>Has any preventative and protecting measures been implemented?</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Are you eliminating or reducing risks where practical to do so?<br><br><b>All risk identified to be recorded.</b>  |            | ✓         |            |
| B         | Are you evaluating all the risks?  | ✓          |           |            |
| C         | Can you replace dangerous substances or chemicals by less dangerous or non-dangerous ones?   |            |           | ✓          |
| D         | Have you developed a coherent overall fire prevention policy, which covers technology, organisation of fire safety and the influence of any factors relating to the safety of members of the public? | ✓          |           |            |
| E         | Do you give collective protective measures priority over individual protective measures?   | ✓          |           |            |
| F         | Are you giving instructions to your volunteers?  | ✓          |           |            |

**Comments:**

- The building is an existing Grade II listed building that would not meet the current Building Regulations Fire Safety guidance. However, to meet the requirements of the Fire Safety Order an enhanced fire detection and warning system would constitute a suitable fire engineered solution for the risk.
- Trustees should receive instruction in relation to fire safety measures within the building to how to undertake regular testing of the fire safety equipment.
- All policies and procedures are available to view on the web-site.

**Article 11 - Fire Safety Arrangements**

*“The responsible person shall make appropriate arrangements for the effective planning, organisation control, monitoring & review of preventive and protective measures”*

| <b>3.</b> | <b>Is there effective Fire Safety Management?</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Is there an effective management attitude to fire safety   | ✓          |           |            |
| B         | Is there clear policy re fire safety?<br><b>Fire action notices displayed.</b>   | ✓          |           |            |
| C         | Is there an effective written emergency plan?<br><b>Fire action notices would be deemed as sufficient.</b>                     | ✓          |           |            |
| D         | Are the responsibilities of staff defined within the plan?   | ✓          |           |            |
| E         | Are there effective systems of communication in place to inform the hirer and other responsible persons in multi-use premises? |            | ✓         |            |
| F         | Are fire marshals appointed where appropriate?   |            |           | ✓          |

**Comments:**

- Fire action notices are displayed within each of the rooms available for hire.
- The responsible person for each hire must co-operate and co-ordinate regarding the fire safety measures in place and, any additional fire risk associated by their use of any part of the premises.
- The responsible person for any group hiring part of the premises, must ensure that equipment brought in to the building has been maintained in a safe condition and is fit for purpose.

**Article 12 – Elimination or reduction of risks from dangerous substances**

*“Where a dangerous substance is present the responsible person shall ensure that risk related to the ... substance is either eliminated or reduced as far as is reasonably practicable”*

| 4. | Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? | YES | NO | N/A |
|----|---|-----|----|-----|
| A  | Are there adequate controls of ignition sources in the kitchen?<br><b>Extremely low risk.</b>                 |     |    | ✓   |
| B  | Can you mitigate detrimental effects?   |     |    | ✓   |
| C  | Is there safe handling, storage?  |     |    | ✓   |
| D  | Is there suitable signage and safety information?   |     |    | ✓   |
| E  | Have you accounted in your risk assessment in respect of young persons, i.e., under 16 years?                 |     |    | ✓   |

**Comments:**

- The kitchen is available by prior arrangement and has been equipped with basic domestic facilities for the use in preparation of light refreshments.

**Article 15 – Procedures for serious and imminent danger and for danger areas**

*The responsible person must establish & where necessary give effect to procedures to be followed in the event of serious & imminent danger to relevant persons, nominate competent persons to implement procedures, inform & instruct relevant persons concerned”*

| 5. | Are there adequate procedures for serious and imminent danger and for danger areas?   | YES | NO | N/A |
|----|---|-----|----|-----|
| A  | Are there appropriate procedures in place including fire training and fire drill?   |     |    | ✓   |
| B  | Are there sufficient numbers of competent persons to manage evacuation?<br><b>This remains the responsibility of the hirer.</b> | ✓   |    |     |
| C  | Are there prevention measures to restrict exposure of persons at risk, unless adequately trained?                               |     |    | ✓   |
| D  | Is there suitable information and signage?  | ✓   |    |     |

**Comments:**

- An evacuation drill is not required for this risk. However, the responsible persons must ensure all users have been made aware of and be fully familiar with the actions to be taken in event of an emergency.

**Article 16 – Additional emergency measures in respect of dangerous substances**

*The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event to an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant*

| <b>6.</b> | <b>Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|---|------------|-----------|------------|
| A         | Is the information on emergency arrangements available?   |            |           | ✓          |
| B         | Are there suitable communication systems established to support response, remedial actions and rescue operations?   |            |           | ✓          |
| C         | Is information provided to accident and emergency services and displayed at the premises?   |            |           | ✓          |
| D         | Are plans in place for immediate steps to be taken in the event of an incident occurring?   |            |           | ✓          |
| E         | Is personal protective equipment/clothing available in case of an incident occurring?   |            |           | ✓          |

**Comments:**

- Not applicable to these premises.



**Article 17 – Maintenance**

*“Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and facilities, equipment & devices provided are subject to a suitable system of maintenance in an efficient state in efficient working order and in good repair”*

| <b>7.</b> | <b>Are fire safety provisions being adequately maintained?</b>                                     | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Are fire systems and equipment subjected to suitable systems of maintenance by certified engineer? | ✓          |           |            |
| B         | Is there regular testing by competent person/s?  | ✓          |           |            |
| C         | Is Portable electrical equipment subject to P.A.T. testing<br><br>Last dated 02-2012.              |            | ✓         |            |
| D         | Are adequate records being maintained?<br><br>Some evidence seen.                                  | ✓          |           |            |

**Comments:**

- Portable firefighting equipment is serviced annually by Argos Fire Protection.
- The fire detection and warning system is serviced annually by Argos Fire Protection.
- Portable Appliance Testing – Portable appliances should be tested in accordance with current HSE guidance.
- Detailed records to the testing and maintenance of all fire safety equipment should be maintained and kept available should they be requested by the enforcing authority (Cornwall Fire & Rescue Service).

**Article 18 – Safety assistance**

*“The responsible person must...appoint...competent persons to assist him in undertaking preventive and protective measures”*

| <b>8.</b> | <b>Are there adequate number of competent persons and arrangements in place to assist the responsible persons in undertaking the preventative and protective measures?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Is there sufficient number of competent persons appointed?<br><p align="right"><b>The trustees.</b></p>  | ✓          |           |            |
| B         | Will sufficient instruction have been given to competent persons?<br><p align="right"><b>To be confirmed.</b></p>  |            |           | ✓          |
| C         | Is there co-operation between appointed persons?   | ✓          |           |            |
| D         | Is information given to non-employees, Contractors on site?  |            |           | ✓          |
| E         | Is information given to employees/volunteers?<br><p align="center"><b>Refer to the testing and maintenance of equipment.</b></p>   | ✓          |           |            |
| F         | Is there co-operation between responsible persons?   | ✓          |           |            |

**Comments:**

- The responsible person for each user must co-operate regarding the fire safety and the fire safety provisions within the premises.
- An evacuation drill is not required for this risk; however, all users must be aware of the actions to be taken in event of an emergency.

**Article 21 – Training**

*“The responsible person must ensure that his employees are provided with adequate safety training”*

| <b>9.</b> | <b>Are Trustees/Volunteers being effectively trained?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|---|------------|-----------|------------|
|           | Including: -  |            |           |            |
| A         | All training.   |            | ✓         |            |
| B         | On transfer or working with new or changed risks.         |            |           | ✓          |
| C         | New equipment or change with existing.                    |            |           | ✓          |
| D         | Introduction of new technology.                           |            |           | ✓          |
| E         | New or amended systems of work.                           |            |           | ✓          |
| F         | All emergency procedures.                                 | ✓          |           |            |
| G         | Safe practices.   | ✓          |           |            |
| H         | Use of fire fighting equipment.                           |            | ✓         |            |
| I         | The safe handling of dangerous substances.                |            |           | ✓          |
| J         | Is training being delivered by a competent person?        |            |           | ✓          |
| K         | Evidence of training available by competent person?       |            | ✓         |            |

**Comments:**

Information and instruction regarding fire safety should be available to the trustees and other users of the building and should include;

- The actions to be taken on discovery of fire.
- How to raise the alarm.
- The actions to be taken on hearing the fire alarm.
- The locations of the emergency exit.
- How to call the Fire and Rescue Service.
- The location and safe use of portable firefighting equipment.
- The location of the assembly point.

**Article 14 – Emergency routes and exits**

*Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits and exits are kept clear at all times and where required, to be adequately illuminated by emergency lighting.*

| 10. | Is effective means of escape provided and maintained?  | YES | NO | N/A |
|-----|--|-----|----|-----|
| A   | Are emergency escape routes and exits in place for safe and quick evacuation?  | ✓   |    |     |
| B   | Are the number and distribution of escape routes and exits adequate, for relative persons?   | ✓   |    |     |
| C   | Is the direction of door openings correct for the risk?  | ✓   |    |     |
| D   | Are suitable door fastenings provided? I.e. mortise key not acceptable on escape route.  | ✓   |    |     |
| E   | Is signage correct, i.e. is running man pictogram symbol displayed signage to conform to the safety signs and signals regulations 1996. BS 5499. | ✓   |    |     |
| F   | Is emergency lighting to BS 5266 Part 1.   | ✓   |    |     |

**Comments:**

- At the time of my site visit escape routes were clear of any obstructions.
- Fire action signs have been displayed within each room.

Maximum travel distances:

| Guidance to suitable travel distances. | Location.  | Maximum travel distance where travel is possible in: (Lower fire risk area) |                             |
|--|--|---|-----------------------------|
|  | HM Governments guidance documents.<br><br>Small and Medium Places of Assembly. | One direction only-<br>areas with seating in rows (M)<br>18.                | Other areas (M).<br><br>25. |

Overall travel distance meets that within current fire safety guidance from all areas.

**Article 29 – Alterations notices**

*“Where an alterations notice has been served in respect of premises, the responsible person must, before making any of the specific changes which may result in a significant increase in risk, notify the enforcing authority of the proposed changes”.*

| 11. | <b>Where an alterations notice is in force, has the enforcing authority been informed prior to them being implemented? DOES NOT APPLY</b>  | YES | NO | N/A |
|-----|--|-----|----|-----|
| A   | Is there any alteration notice in force?   |     |    | ✓   |
| B   | Is the significant increase in risk the result of changes being made to; the premises, services, fittings or equipment in or on the premises?  |     |    | ✓   |
| C   | Is there an increase in the quantity of dangerous substances or a change in use of the premises?   |     |    | ✓   |
| D   | Where required to do so the responsible person must; record information, before making changes send a copy of the risk assessment and provide a summary of the proposed changes to be made to the general fire precautions to the f/service. |     |    | ✓   |

**Comments**

There have been no alterations notices issued by the Fire and Rescue Service.

**Article 13 – Fire-fighting and fire detection**

*“Where necessary the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment”.*

| 12. | Are effective fire warning and fire-fighting arrangements provided?  | YES | NO | N/A |
|-----|--|-----|----|-----|
|     | <b>Areas of consideration:</b>   |     |    |     |
| A   | Appropriate systems for the risk.  | ✓   |    |     |
| B   | Audibility levels compliant with BS:5839-1.<br><b>Not tested by me.</b>  | ✓   |    |     |
| C   | Appropriate levels of detection.ie rooms, & other areas.   |     | ✓  |     |
| D   | Management of unwanted fire alarm signals. All alarm signals to be logged.                                     |     |    | ✓   |
| E   | Commissioning/Installation certificates available from installer of present system                             |     |    | ✓   |
| F   | Appropriate levels and standard of FFE (fire fighting equipment) available and sited on plinths or brackets.   | ✓   |    |     |
| G   | Fire extinguishers suitably positioned.  | ✓   |    |     |
| H   | Suitable signage for FFE provided which informs on type of fire to be used on.                                 | ✓   |    |     |
| I   | Have staff been sufficiently trained in FFE as available to them?  | ✓   |    |     |
| J   | Contacts with emergency services regards fire-Fighting.<br><b>Penzance Community Fire Station 01736 336580</b> | ✓   |    |     |

**Comments:**

- Due to the lack of a protected escape route leading from the first floor and to give occupants early warning in event of an emergency, a fire engineered compensatory measure should be considered. A satisfactory solution would be to extend the current fire detection and warning system by providing smoke detection in each of the meeting rooms.

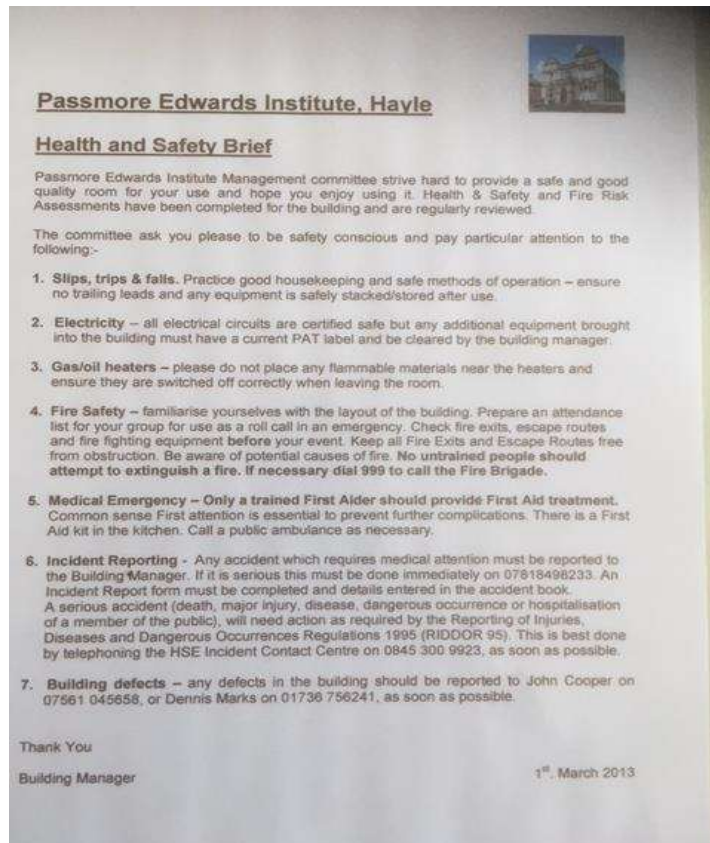
**Article 19 – Provision of information to employees**

*“The responsible person must provide his employees with comprehensible and relevant information”*

| 13. | Is adequate provision made to provide information to trustees, volunteers and other users?   | YES | NO | N/A |
|-----|--|-----|----|-----|
| A   | Are the risks to them identified from the risk assessment including preventative and protective measures?<br><b>Fire safety information should be provided at the point of booking</b> | ✓   |    |     |
| B   | Are appropriate procedures taken in the event of emergency?  | ✓   |    |     |
| C   | Do you nominate sufficient number of competent persons to secure evacuation?   | ✓   |    |     |
| D   | Do you inform other responsible persons?<br><b>Emergency contact details available.</b>  | ✓   |    |     |

**Comments:**

- Relevant fire safety information is available on-line as part of the booking procedures and displayed within each of the rooms.



**Article 20 – Provision of information to employers and the self-employed from outside undertakings**

*“The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person”.*

| <b>14</b> | <b>Is adequate information provided to employers and employees from outside undertakings?</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Is there comprehensible and relevant information provided to employers from outside undertakings, regarding risks and preventative and protective measures?  |            |           | ✓          |
| B         | Are employees from outside undertakings provided with appropriate instructions and comprehensible and relevant information regarding risks to those persons? |            |           | ✓          |

**Comments:**

Not applicable to these premises.



**Article 22 – Co-operation and co-ordination**

*“Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, take all reasonable steps to co-ordinate necessary measures, and provide information.*

| <b>15</b> | <b>Is their adequate co-operation and co-ordination between responsible persons where there are two or more sharing responsibilities or have duties in respect of premises? (MULTI OCC BUILDING)</b>       | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|-----------|--|------------|-----------|------------|
| A         | Is there co-operation to enable compliance with requirements and prohibitions imposed by or under this order?  |            |           | ✓          |
| B         | Are reasonable steps taken to enable compliance with requirements and prohibitions imposed by or under this order?   |            |           | ✓          |
| C         | Have you taken reasonable steps to inform other persons with regards to risks?   | ✓          |           |            |
| D         | In case of explosive atmospheres, the person with overall responsibility for the premises must take responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons. |            |           | ✓          |

**Comments:**

**Co-operation and co-ordination**

22.—(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—

(a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order;

(b) (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and

(c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

**Refers to the Trustees and individual hirers.**

**Article 23 – General duties of employees at work**

*Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard*

| 16. | Are volunteers carrying out their general duties while at work?  | YES | NO | N/A |
|-----|--|-----|----|-----|
|     | Has reasonable care been taken by the Trustees to prevent harm to others who may be affected by their acts or omissions at work? | ✓   |    |     |
|     | Do volunteers co-operate to enable compliance with any duty or requirement?  | ✓   |    |     |
|     | Are hazards identified by Trustees and volunteers reported?  | ✓   |    |     |

**Comments:**

All users must be encouraged to report defects or concerns in relation to fire safety.

**Article (38) – Maintenance of measures provided for protection of fire-fighters**

*“Where necessary to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure facilities; equipment and devices provided use by or protection of fire-fighters suitable system of maintenance maintained working order and in good repair”.*

| 17 | Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or the protection of fire fighters are maintained in an efficient state, in efficient working order and in good repair? (MAY NOT APPLY) | YES | NO | N/A |
|----|--|-----|----|-----|
|    | <b>Areas of consideration:</b>   |     |    |     |
| A  | Are testing and maintenance records available and up-to-date?  |     |    | ✓   |
| B  | Are firefighting shafts, fully protected?  |     |    | ✓   |
| C  | Are measures in place to ensure co-operation between occupiers for the maintenance of facilities?  |     |    | ✓   |

**Comments**

There are no provisions installed within the building for the sole protection of firefighters.

| 18 | Means of escape   | YES | NO | N/A |
|----|---|-----|----|-----|
| A  | Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use? | ✓   |    |     |
| B  | Do all emergency routes and exits lead, directly as possible, outside the building to a place of total safety?              | ✓   |    |     |
| C  | Do all emergency exit doors open in the direction of escape?  | ✓   |    |     |
| D  | Are all exit routes clearly indicated and kept free from combustible storage/equipment?                                     | ✓   |    |     |
| E  | Are the number, distribution and dimensions of emergency routes and exits adequate?   | ✓   |    |     |
| F  | Will all self-closing fire doors close fully into the doorframe following the upgrade?                                      |     |    | ✓   |
| G  | Are all fire doors fitted with heat and smoke seals?  |     |    | ✓   |
| H  | Are all self-closing devices on fire doors in good working order?   |     |    | ✓   |
| I  | Is there a fire evacuation procedure for the premises?<br><b>Fire action notices to be displayed.</b>                       | ✓   |    |     |
| J  | In the event of an emergency, is it possible for all persons to evacuate the premises safely and quickly?                   | ✓   |    |     |
| K  | Have arrangements been made for the safe evacuation of persons with mobility difficulties?<br><b>Ground floor only.</b>     | ✓   |    |     |
| L  | Overall, is the means of escape adequate?   | ✓   |    |     |
| M  | Has instruction been given in fire evacuation procedures?   | ✓   |    |     |
| N  | Are fire drills carried out? Staff Only   |     |    | ✓   |
| O. | How long should it take to evacuate the premises? (2.5 minutes or less is a reasonable target for most premises)            | ✓   |    |     |

**Comments:**

- Passmore Edwards is a grade II listed building with original panelled doors fitted to each room that afford little fire protection. Current fire safety guidance states that where you do not have a protected escape route from a building and the building is being shared by different organisations, you may need to consider other means to achieve an equivalent level of fire safety.
- Fire evacuation drills are for to staff members only. However, in event of an emergency an acceptable evacuation time for this premise would be between 2 ½ - 3 minutes.


|    |  |
|----|--|
| 19 | Are all electrical appliances within the premises approved for use?  |
| A  | <p><b>Details:</b></p> <p><b>Portable Appliance Testing should be undertaken annually in accordance with current HSE guidance. This must include procedures to ensure any electrical appliances brought in to the building by hirers, are fit for purpose and safe to use.</b></p> |
| B  | Users must be familiar with the correct use of electrical appliances? i.e. are the instruction for use available where necessary.  |
|    | <p><b>Details:</b></p> <p><b>Where practicable the instruction for use for any equipment available to them, must be available to hirers.</b></p>   |
| C  | Does an accredited person regularly inspect all gas installations/appliances? I.e. Gas safety registered. If no – give DETAILS or proposed action.   |
|    | <p><b>Details:</b></p> <p><b>Gas appliances must be tested annually in accordance with the current 'Gas Safe' regulations. An annual gas safety certificate should be obtained.</b></p>  |
| D  | <p>Electrical:</p> <p><b>The periodic fixed hard wire electrical testing should be carried out in accordance with current electrical regulations with current guidance indicating this should be completed every five years. Last tested August 2015.</b></p>                      |


|     |  |
|-----|--|
| 20A | Is smoking allowed anywhere within the premises?   |
|     | <p><b>Details:</b></p> <p><b>NO.</b></p>   |
| B   | Is provision made for safe extinguishing and disposal of discarded matches and cigarettes? |
|     | <p><b>Details:</b></p> <p><b>External smoking only.</b></p>                                |
| C   | Are any security measures in force to protect against the risk of arson?                   |
|     | <p><b>Details:</b></p> <p><b>The premises are secured when unoccupied.</b></p>             |

| <b>Fire Loading</b> |  |
|---------------------|--|
| 21                  | Is the storage, and supply arrangements for LPG satisfactory?                      |
| A                   | <b>Details:</b><br><b>Not applicable.</b>  |
| B                   | Are any other gases used?  |
|                     | <b>Details:</b><br><b>Not applicable.</b>  |
| C                   | Are any other flammable liquids / substances stored or used on the premises?       |
|                     | <b>Details:</b><br><b>None seen.</b>   |
| D                   | Is the arrangement for the storage of flammable liquids / substances satisfactory? |
|                     | <b>Details:</b><br><b>Not applicable.</b>  |
| E                   | Does the use of flammable materials / substances pose any significant fire risk?   |
|                     | <b>Details:</b><br><b>Not applicable.</b>  |

|         |   |
|---------|---|
| 22<br>A | Is there significant fire loading anywhere within or near the premises? e.g. core products, combustible materials, cooking risks, furnishings, waste products etc   |
|         | <b>Details:</b><br><br><b>The entrance hall should be kept clear and free of combustible materials at all times.</b>  |
| B       | If the fire loading is significant, or of an unusual nature, is it feasible to reduce the risk of fire by complete removal or reduction in quantity, or alteration to the method of storage.  |
|         | <b>Details:</b><br><b>The fire loading of individual rooms has been assessed as very low.</b>   |
| C       | Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, or members of the public may be present.  |
|         | <b>Details:</b><br><br><b>Passmore Edwards Institute is a grade II listed building with the original panelled doors fitted to each of the rooms, lath and plaster ceilings and an open staircase which in event of fire would afford little fire protection. Current fire safety guidance states that where you do not have a protected escape route leading from a building and when the building is being shared by different organisations, you may need to consider other means to achieve an equivalent level of fire safety.</b><br><b>If a fire were to develop unchecked within an unoccupied area of the building this may quickly affect the escape route preventing safe evacuation from other areas. Therefore, the fire detection and warning system should be extended to provide smoke detection within each of the rooms.</b> |
| D       | !! Is there any ignition source (that which starts a fire) near any significant fire loading (that which fuels a fire)!!  |
|         | <b>Details:</b><br><br><b>None seen.</b>  |

## Passmore Edwards Institute Hayle Significant Findings.

| Significant findings   | <b>Red typing</b> indicates actions required by responsible person.<br><b>Black typing</b> indicates fully compliant.  | Risk Priority | Date Completed |
|--|--|---------------|----------------|
| <p><b>Fire detection and warning system.</b></p>  <p><b>Firecell fire alarm panel Compliant to EN54-2 &amp; EN-544.</b></p> | <p>To give occupants using the first floor an early warning in event of fire occurring on the ground floor, I strongly recommend that the existing fire detection and warning system be extended to provide smoke detection in each of the meeting rooms.</p> <p>The fire alarm system should be tested monthly with the outcomes being recorded in the fire log book.</p> <p>The fire detection and warning system is being serviced annually by Argos Fire Protection.</p> | <b>P2</b>     |                |
| <p><b>Emergency Lighting.</b></p>  | <p>Emergency lighting has been installed throughout the premises.</p> <p>A monthly in-house illumination test and annual full duration discharge test, should be carried out with the outcomes being recorded in the fire log book.</p> <p>Street lighting provides satisfactory levels of borrowed lighting externally.</p>   | <b>P3</b>     |                |
| <p><b>Firefighting equipment.</b></p>  | <p>Portable firefighting equipment appropriate to the risk has been installed and are being serviced annually by Argos Fire Protection.</p>  |               |                |
| <p><b>Staff/Volunteer Information, training and instruction.</b></p>   | <p>Trustees, volunteers and hirers should be fully aware of the emergency evacuation procedures for the building.</p>  |               |                |
| <p><b>Escape and Other Fire Safety Signage.</b></p>  | <p>Sufficient fire escape signage has been displayed.</p> <p>Fire action notices have been displayed in each room and available on-line.</p>   |               |                |

|   |  |                  |  |
|---|--|------------------|--|
| <p><b>Escape routes.</b></p>  <p><b>Final exit doors.</b></p> <p><b>Travel distances.</b></p> <p><b>Disabled access.</b></p> | <p>Escape routes should be kept completely clear and free of combustible material or other potential obstructions.</p> <p>Final exit doors have been fitted with appropriate door furniture, making them available for use from within without the need for a key.</p> <p>Overall travel distances fall within the current fire safety guidance.</p> <p>Individual hirers must give specific consideration for any person that they are responsible, should that person require assistance in event of an emergency.</p> | <p><b>P3</b></p> |  |
| <p><b>Portable Appliance Testing.</b></p>   | <p>Portable appliance testing should be undertaken in accordance with current H&amp;S guidance.</p>  | <p><b>P3</b></p> |  |
| <p><b>Fixed Hard Wire Electrical Testing.</b></p>   | <p>Periodic fixed hard wire electrical testing is carried out in accordance with current electrical regulations.<br/>Consumer units indicate the last test being undertaken August 2015</p>  |                  |  |
| <p><b>Test Records.</b></p>   | <p>Detailed records should be held and kept available for inspection should they be requested by the enforcing authority.</p>  |                  |  |
| <p><b>Fire Action Policy.</b></p>   | <p>A detailed fire safety policy is available from the web-site <a href="http://hayle-pei.org.uk/">www. http://hayle-pei.org.uk/</a></p>   |                  |  |
| <p><b>General Housekeeping.</b></p>   | <p>To ensure the safety of all users of the building a high standard of general housekeeping should be observed.</p>   |                  |  |



|                        |                    |  |  |
|------------------------|--------------------|--|--|
| <b>Assembly point.</b> | Pavement opposite. |  |  |
|------------------------|--------------------|--|--|

- P1**      Serious defect, non-compliance or contravention requiring action as soon as is practicable.
- P2**      Defect, non-compliance or contravention requiring action with minimum of delay.
- P3**      Either a low risk non-compliance or strong recommendation which requires consideration.
- P4**      Recommendation only.

All reasonable care has been used in the preparation of this report, and the contents represent what I consider to be sound professional advice. However, it should be noted that where any statutory approvals are required, the appropriate statutory body must have been satisfied with the proposals, and their views cannot be known without prior consultation.

Signed:

*Steve Benney.*

Steve Benney  
 Fire Risk Consulting Ltd.  
 02<sup>nd</sup> May 2018.