



FIRE RISK ASSESSMENT

Busted Parish Council

BUXTED READING ROOM

Church Road

Buxted

East Sussex

TN22 4LP

Document Reference:

SM8#5389

Version 4.0



Photograph of property assessed.

Assessor: Jamie Ballan MIFSM, TIFireE, FRACS

Date: 25 March 2021

Fire Risk Assessment

Business Name:	Busted Parish Council	
Building Number/Name:	BUXTED READING ROOM	
Address Line 1:	Church Road	
Address Line 2:	Buxted	
County:	East Sussex	Postcode: TN22 4LP



Photograph of property assessed



Photograph of property assessed

Purpose of visit:	Initial assessment
Responsible person(s):	Busted Parish Council
Contact information:	Beccy Macklen beccy.macklen@buxted-pc.gov.uk
Fire Safety Co-ordinator:	Beccy Macklen
Site contact (if different):	N/A
This fire risk assessment is for:	LIFE SAFETY ONLY

Comments: Small to medium place of assembly located in a mixed residential and commercial area.

Date of assessment: 25 March 2021

Assessor: Jamie Ballan MIFSM, TIFireE, FRACS

This Fire Risk Assessment should be reviewed within 1 Year

This fire risk assessment report is a legal document and should be kept in a secure place

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1.Introduction

This Fire Risk Assessment has been carried out as instructed by the “Responsible Person” or their agent (as defined by Article 3 of the Regulatory Reform (Fire Safety) Order 2005), in order to comply with Article 9 of that order by having a suitable and sufficient Fire Risk Assessment carried out. You must record the “significant findings of that assessment if:-

A - You employ five or more employees

B - A License under other legislation is in force

C - An alterations notice is in force requiring a record to be kept

This document should be kept in a safe place as it forms part of the legal procedure for ensuring that you have complied with the Order and taken all necessary steps to safeguard the lives of all “relevant persons” as defined in the order as those persons affected by fire inside or near to a premises.

The purpose of the document is to provide an assessment of the risk to life from fire in these premises and where appropriate make recommendation to ensure compliance with fire safety legislation.

This report does not primarily deal with the risk to the property or business continuity from fire unless specifically requested by the owner/ occupier.

This Fire Risk assessment has been completed by one of our fully qualified and competent Fire Safety Consultants and it should be reviewed in accordance with the recommended time frames stated within the document by another fully competent person as defined in the Regulatory Reform (Fire safety) Order 2005.

*Note

Article 4 sets out the main general fire precautions requirements with respect to fire-fighting and fire detection, emergency routes and exits, and their maintenance, including measures to mitigate the effects of fire.

Article 11-Under this article, the responsible person must make and implement arrangements for planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order. This gives rise, in the first instance, to the requirement for an emergency plan. The purpose is to require effective management control of the fire safety arrangements in the premises.



2.Premises Details

The Building

Building Use:	Small to medium place of assembly		
Number of floors:	2	Number of stairs:	N/A
Number of floors below ground?	1	Are lifts in use?	N/A
Number of Exits:	2	Fireman's Shaft?	Not applicable
Approximate age:	Early 1900s	Approx Building Height (m):	6m
Approx size (m2):	700m2	Dry/Wet Risers?	No
Does the building have lightening protection ?			
Comments:	Purpose built property constructed circa 1906 consisting of mainly brick and timber. There is a single storey flat roof extension to the rear, lower ground boiler room and under stage storage space.		

The Occupants

Do people sleep within the premises?	No		
Are there ever any lone workers?	No		
Are there any remote areas?	The basement area is remote.		
Maximum number of staff within the premises at any one time:	0		
Maximum number of sleeping persons at any one time:	0		
Guests/Public/visitors:	80	Total Occupancy:	80
Is the property licensed?	Yes (see details below)		
Comments:	Front exit width - 900mm Side exit (left) width - 750mm Based on the present layout and discounting the largest exit width (as required); the suggested occupancy of the building should not exceed 80 persons.		

3.Sources of Ignition


Fixed Electrical Installations

Date of last Electrical Installation Condition Report (EICR):	UNKNOWN
Suggested date of next inspection:	IMMEDIATE
Did the fixed electrical installation appear to generally be in good order?	Yes, subject to EICR.

Portable Electrical Appliances

Date of last PAT test:	14/07/20
Date of next recommended PAT test:	14/07/21

SECTION 3 (continued)

			
EICR record	Other relevant photo (if applicable)	PAT testing Label / Certificate	Evidence of observed hazard
Fixed Installations:	All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. Any required remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person.		
Other Comments:	There was no evidence of any portable electrical heaters at the time of assessment.		
		Appropriate use of extension leads / multigang sockets etc?	YES
		Is a suitable policy in place with regards to personal electrical items?	N/a
		Portable Appliance Comments:	No additional comments.

Cooking

Does cooking take place within the premises?	Yes	Is there suitable provision of fire extinguishers in cooking areas?	Yes
Is there any air extraction/exhaust system installed?	No	Have sufficient measures been taken to prevent cooking fires?	Yes
Frequency of duct and filter cleaning?	N/a	Cooking Comments:	No additional comments.
Does the location of any cooking areas affect escape routes?	Yes		
Are deep fat fryers in use?	No		

3. Sources of Ignition (continued)

Smoking		Arson	
Was there any evidence of smoking within the premises?	<input type="text" value="No"/>	Is there any history of arson or arson attempts?	<input type="text" value="No"/>
Is there a dedicated smoking area ?	<input type="text" value="N/A"/>	Are security measures reasonable to prevent arson?	<input type="text" value="Yes"/>
Are suitable receptacles provided for smokers materials?	<input type="text" value="N/A"/>	Are materials available which may assist an arsonist?	<input type="text" value="No"/>
Comments:	<input type="text" value="No additional comments."/>		

4. Legal & General Responsibilities

Are there any outstanding items from previous assessments?	<input type="text" value="Unknown"/>	Is there adequate access for Fire Service appliances and equipment?	<input type="text" value="Yes"/>
Are there any arrangements for local liaison with any authorities?	<input type="text" value="No"/>	Are control measures suitable to limit external fire spread?	<input type="text" value="Yes"/>
Have Fire Service Operational staff visited and obtained information for incident planning?	<input type="text" value="Unknown"/>	Are the key personnel arrangements satisfactory?	<input type="text" value="Yes"/>
Is fire service access to fixed fire systems adequate?	<input type="text" value="N/a"/>	Are adequate records kept of the fire safety arrangements?	<input type="text" value="Yes"/>
Comments:	<input type="text" value="No additional comments."/>		

5. Identify People at Risk

Are there likely to be any person who may be under the influence of drugs or alcohol?

No

Employees:

0

Full time:

Are there any persons located in 'remote areas'?

None observed*

Part time:

Sleeping Persons: 0

Number of other relevant persons who may be present within the premises:

80

If multiple occupancy, approximately how many people are there in other areas?

Anticipated maximum number of people on site:

80

Are there any vulnerable persons (young elderly or disabled *) present?

At the time of assessment, there were no such persons employed or deemed likely to be present within the premises.

*See the CLG guidance on the Means of Escape for Disabled Persons and part M Building Regs - "The evacuation of disabled persons can no longer rely upon the intervention of the Fire Service during a fire. Reasonable means of escape for both disabled persons and others has to be provided before the arrival of the Fire Service"

Additional comments or observations:

The basement area could be considered remote, especially any persons working in the boiler room for example. The installation of the recommended fire alarm system will lower this risk to an acceptable level.

6. Fire Loading, Housekeeping & Process Hazards.

What are the sources of air (oxygen) available at any one time, which could fuel a fire?

Natural ventilations (windows) etc.

Was housekeeping found to be to a suitable standard?

Yes

Are there any process hazards or activities that pose a threat to the premises?

No

Are the management systems for refuse disposal sufficiently adequate to ensure that no unnecessary buildup of refuse?

Yes

Is there an abundance of readily flammable materials present?

Yes (see details)

Are contractors working on site subject to a contractual safe system of work (method statement, hot works permits, and risk assessment)

No

Are any heating systems, installations and rooms in good order and under a service/maintenance contract?

Yes

Does the property have any history of fires ?

No

Comments or observed hazards:

It was observed that there is a high fire loading within the lower ground floor storage area (see photos). All unnecessary storage should be cleared.

Also see section 7.2 for fire stopping recommendations.

Comments:

Any HOT WORKS being carried out upon the premises such as welding, cutting, grinding, blow torch use or any other heat producing equipment should be accompanied by a HOT WORKS permit to ensure that the person carrying out the work has done so safely and responsibly, ensuring that no undue risk has been taken which could result in a fire either in the immediate or consequent hours of completing the task. The permit should be signed off by the person carrying out the task. All work to be completed by a competent person.

Sources of Fuel



Gas (mains or LPG)



Paper, Wood & Textiles



Paints & Decorators Materials



Oxidizing Agents



Petrol (comment on if YES)



Plastics and Synthetics



Flammable Liquids



Furniture & Fixings

Specific fuel sources identified

- Naked flames, pyrotechnics, candles etc must be completely prohibited at all times.

7. Fire Compartmentation

Is the fire compartmentation adequate to protect the means of escape?	Yes	Is structural fire compartmentation adequate to high risk areas?	N/a
Is the structural fire compartmentation between walls and floors adequate?	No - See section 7.2	Are fire/smoke dampers fitted where required?	N/a
Are fire/smoke dampers regularly inspected and tested?	N/a	Are there any hidden voids where fire or smoke could spread?	Yes (see comments)
Are access doors to hidden areas suitably fire resisting and secured?	No - See section 7.2	Are there any windows or opening within 1.8m horizontally, or 9m vertically below an escape route?	No
Are there any unprotected glazed elements adjacent to the escape routes?	No	Are fire doors suitable and fit for purpose?	See Section 7.1
Is electrical switch/fuse equipment adequately protected?	No - See section 7.2	Is fire detection provided in any voids in excess of 800mm?	No (see comments)

Comments:

No additional comments.

7. Fire Compartmentation (continued)

7.1 Doors

1. The door to the kitchen should be improved to a notional FD30S standard. Alternatively, this should be replaced for a new certificated FD30S fire door. All work to be completed by a competent person.



Picture ref 7.2.1

2. The door to the room at side of the stage (from kitchen) needs to be replaced for a certificated 30 minute fire door (FD30S). All work to be completed by a competent person.



Door Picture ref 7.2.2

3. The door between the stage and side room needs to be upgraded for a FD30S fire door. All work to be completed by a competent person.



Picture ref 7.2.3

4. The door between the main hall and entrance should be improved to be a 30 minute fire door. All work to be completed by a competent person.



Picture ref 7.2.4

5. The door between the main hall and kitchen exit needs to be improved or replaced to be a 30 minute fire resisting door (FD30S standard). All work to be completed by a competent person.



Picture ref 7.2.5

7.2 Fire Stopping

1. There ceiling off the under stage store has numerous breaches. This all needs to be fully fire stopped to achieve a minimum 60 minute fire protection. All work to be completed by a competent person.



Picture ref 8.3.1

2. The fixed electrical installations at the rear of the stage needs to be enclosed within a 30 minute fire resisting cupboard. All work to be completed by a competent person.



Picture ref 7.3.2

3. The fixed electrical installations within the side room off the stage needs to be enclosed within a 30 minute fire resisting cupboard. All work to be completed by a competent person.



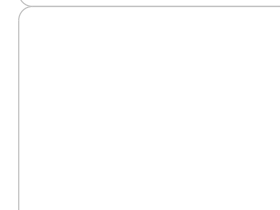
Picture ref 7.3.3

4. There is little to no fire separation provided between the under stage store and ground floor. The boiler room is lined with some form of board (possibly asbestos). The whole of the lower ground floor needs to be fully fire stopped to provide a minimum of 60 minutes fire protection.



Picture ref 7.3.4

- 5.



Picture ref 7.3.5

8.Means of Escape for Evacuation

Is the design of escape routes satisfactory including the provision of alternative means of escape?	Yes	At the time of assessment, were there any obstructions within the escape routes?	No
Are exit widths and travel distances satisfactory?	Yes*	Are fire exit doors adequate and available for immediate use?	No (see comments)
The type of evacuation policy for the property is:	Immediate	The average evacuation time for the property is:	N/A
Are there reasonable means for evacuation of disabled occupants or visitors to the premises under new CLG guidance? i.e. without the intervention of the Fire Service	See section 5	Is there a system in place for dealing with bomb threats?	No

Comments:

- All fire exit doors from the property must be ensured to be fully operable at all times from the inside without the requirement of a key. Where locks are fitted, these should be upgraded for PUSH BAR devices which comply with the recommendations of BS EN ISO 1125. Where push bars are fitted these must have the correct signage installed as well as any other FIRE EXIT signage requirements. All work to be completed by a competent person.

9. Signs, Signals & Lighting

Is the fire safety signage adequate and compliant with BS ISO 7010 & BS5499 standards ?	No (see comments)	Comments: - Whilst there are some illuminated fire exit signs installed, these do not count as emergency lighting. A minimum of 1.0 LUX of emergency lighting needs to be ensured to be installed in all areas in accordance with the requirements of BS5266.
From what could be ascertained, was there sufficient provision of emergency lighting in accordance with the recommendations of BS5266?	Yes	
Are the natural lighting and normal artificial lighting arrangements satisfactory?	No (see comments)	

10.Fire Detection and Warning Arrangements

From what could be observed at the time of assessment, were the fire detection and means of raising the alarm sufficient?	No (see comments)	The fire detection and alarm system was considered to be designed to a:	There is no system installed at present.
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10.Fire Detection and Warning Arrangements (continued)

Does the premises have a history of false alarms (*state number and reason): There is no history of false alarms.

Is there any time delay signal on the fire alarm evacuation? N/A

Is the system on remote monitoring (i.e. red care etc) No

Comments: Considering the risk profile of the property, we recommend that a category L3+M fire detection and alarm system be installed throughout in accordance with the requirements of BS5839 part 1:2017. Upon completion of the installation, the system should be ensured to certified in accordance with model certificate BS5839 part 1:2017, annex G.

11.Fire Suppression, Smoke Extraction, Passive Equipment etc

Is there sufficient provision of portable fire fighting equipment in accordance with the recommendations of BS5306 part 8:2012?

Yes

Was all supplied equipment easily found and fit for immediate use?

Yes

Are there any fixed automatic suppression systems?

No

Are there any automatic smoke vents or mechanical smoke extraction systems fitted?

No

Comments: No additional comments.

12. Maintenance, Information & Records



Fire alarm control panel

Fire extinguisher label

Fire log book

Other

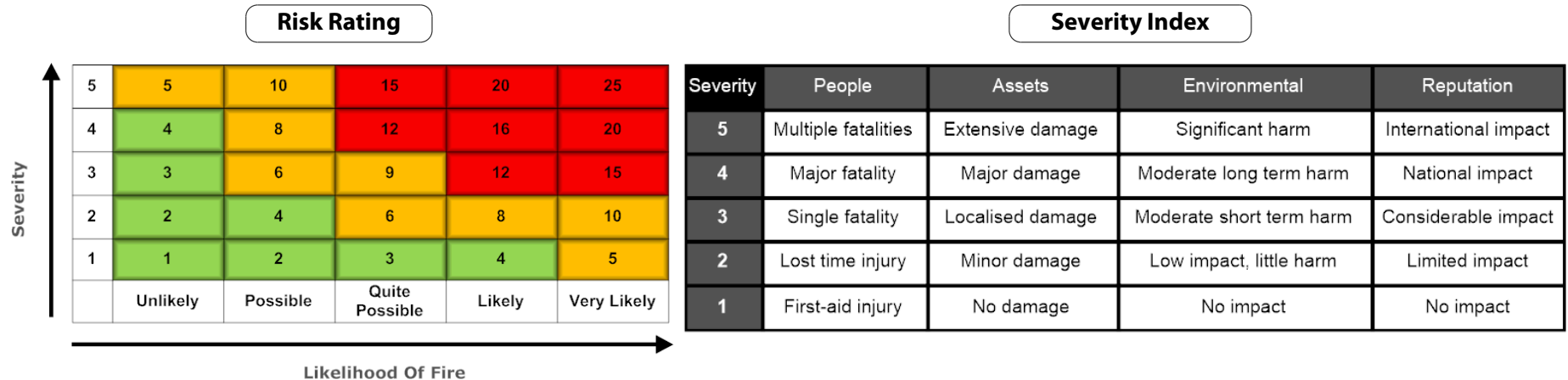
12. Maintenance, Information & Records (continued)

Date of last Fire Alarm service:	N/A	Date of last Sprinkler/Suppression system service:	N/A	Notes: The emergency lighting needs to be ensured to be being tested monthly and annually in accordance with the recommendations of BS5266. All testing should be recorded in a suitable fire log book. All work to be completed by a competent person.
Date of last Fire Extinguisher serviced:	January 2021	Date of last Fire Drill:	N/A	
Date of last Emergency Lighting service:	To be confirmed	Date of last Fire Training session:	N/A	
Date of last Dry Riser service:	N/A	Are monthly Emergency Lighting tests being carried out?	No	
Date of last Smoke Vent service:	N/A	Is the Fire Alarm being weekly tested?	N/A	
Are fire doors being made subject to inspection?	No	Date of last fire door inspection ?	N/A	

13. Information Recording, Record Keeping etc

Are the fire safety arrangements suitably recorded and kept in safe place?	No (see comments)	Comments: No additional comments.
Are the means for calling the fire brigade adequate and practical?	Yes	
Are the locations of the assembly points known and easily recognisable?	Yes	
Are staff trained in all fire safety and fire warden activities both during a fire and during normal business operations?	N/A	
Is the amount of general information available adequate for all persons including contractors and all visitors to the premises ?	Yes	
Are records being kept of fire warden checks of fire doors and fire exits, escape routes, hazard spotting, fire watch walks etc?	N/A	
Are records being kept of all fire alarms drills and actual incidents of fire including debrief notes	N/A	
Any records kept of other important aspects – lightning protection, fusible links in boiler house etc.	N/A	

14.Risk Rating



Perceived likelihood of fire:

3

Perceived Severity (consequence):

3

Risk Rating:

9

Risk Score:

MEDIUM

Risk Assessment Matrix

The risk management process applied for this report involves the systematic identification of hazards, the assessment of resulting risk and the subsequent management of these risks through control and communication.

Thereafter a judgment is made to best evaluate a severity (numerical score 1 - 5, 5 being most severe) that best illustrates the current status for each hazard illustrated in the Fire Risk Assessment, using the following disciplines: people, assets, environmental and reputation.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either, unlikely, possible, quite possible, likely or very likely thereafter a total score is categorised into an overall risk rating.

Risk ratings are thereafter either: High, Medium or Low Each of these headings generates a priority weighting (1-3) and depending on the rating, this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled). Priority ratings and time scales are shown in the Action Plan.

15.Action Plan

#	Action to be completed	Risk Rating	Target Completion Date	Residual Risk After Completion	Comments
1	All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. Any required remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person.	HIGH	22 Jul 2021	MEDIUM	
2	It was observed that there is a high fire loading within the lower ground floor storage area (see photos). All unnecessary storage should be cleared.	HIGH	22 Jul 2021	MEDIUM	
3	The fixed electrical installations at the rear of the stage needs to be enclosed within a 30 minute fire resisting cupboard. All work to be completed by a competent person.	HIGH	22 Jul 2021	MEDIUM	
4	The fixed electrical installations within the side room off the stage needs to be enclosed within a 30 minute fire resisting cupboard. All work to be completed by a competent person.	HIGH	22 Jul 2021	MEDIUM	
5	Considering the risk profile of the property, we recommend that a category L3+M fire detection and alarm system be installed throughout in accordance with the requirements of BS5839 part 1:2017. Upon completion of the installation, the system should be ensured to certified in accordance with model certificate BS5839 part 1:2017, annex G.	HIGH	22 Jul 2021	MEDIUM	
6	The emergency lighting needs to be ensured to be being tested monthly and annually in accordance with the recommendations of BS5266. All testing should be recorded in a suitable fire log book. All work to be completed by a competent person.	MEDIUM	IMMEDIATE	LOW	Or to be confirmed to have already been completed.
7	The door to the kitchen should be improved to a notional FD30S standard. Alternatively, this should be replaced for a new certificated FD30S fire door. All work to be completed by a competent person.	MEDIUM	22 Jul 2021	LOW	
8	The door between the stage and side room needs to be upgraded for a FD30S fire door. All work to be completed by a competent person.	MEDIUM	22 Jul 2021	LOW	

9	<p>There ceiling off the under stage store has numerous breaches. This all needs to be fully fire stopped to achieve a minimum 60 minute fire protection. All work to be completed by a competent person.</p> <p>There is little to no fire separation provided between the under stage store and ground floor. The boiler room is lined with some form of board (possibly asbestos). The whole of the lower ground floor needs to be fully fire stopped to provide a minimum of 60 minutes fire protection.</p>	MEDIUM	22 Jul 2021	LOW		
10	The door between the main hall and entrance should be improved to be a 30 minute fire door. All work to be completed by a competent person.	MEDIUM	22 Jul 2021	LOW		
11	The door between the main hall and kitchen exit needs to be improved or replaced to be a 30 minute fire resisting door (FD30S standard). All work to be completed by a competent person.	MEDIUM	22 Jul 2021	LOW		
12	Whilst there are some illuminated fire exit signs installed, these do not count as emergency lighting. A minimum of 1.0 LUX of emergency lighting needs to be ensured to be installed in all areas in accordance with the requirements of BS5266.	MEDIUM	22 Jul 2021	LOW		
13	Any HOT WORKS being carried out upon the premises such as welding, cutting, grinding, blow torch use or any other heat producing equipment should be accompanied by a HOT WORKS permit to ensure that the person carrying out the work has done so safely and responsibly, ensuring that no undue risk has been taken which could result in a fire either in the immediate or consequent hours of completing the task. The permit should be signed off by the person carrying out the task. All work to be completed by a competent person.	MEDIUM	ADVISORY	LOW		

16. Photographs



1. Single side exit off the kitchen.



2. Single door exit at front. This will reduce the allowed capacity.



3. There is a high fire loading within the lower ground floor area.



4. There is a modern gas fired boiler installed within the lower ground floor.



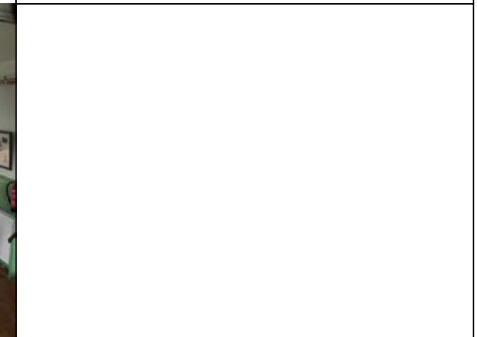
5. The ceiling of the boiler is lined with some form of boarding.



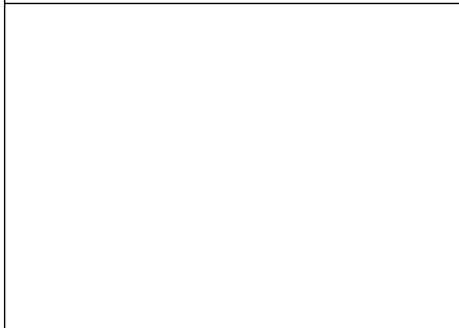
6. View of the mains electrical metering and fuse equipment which is not protected.



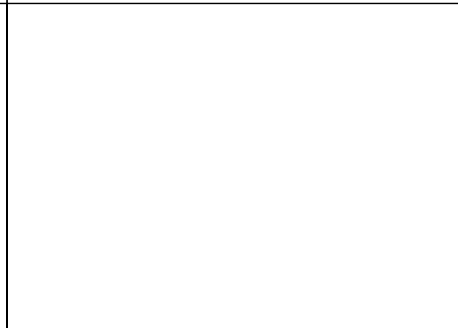
7. View of the main hall.



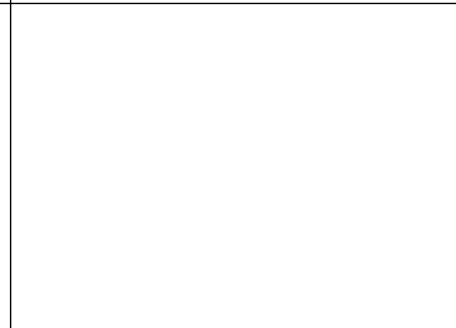
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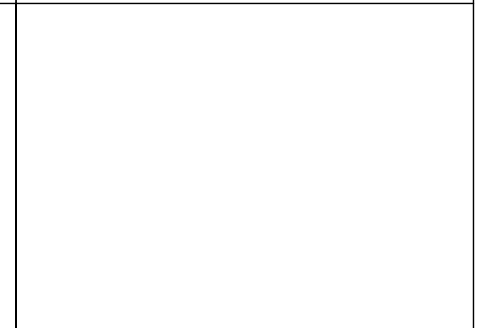
9.



10.



11.



12.

17.Executive Summary

The premises are dated and require modernisation to meet current benchmark fire safety requirements as per the advise given in HM Government guidance for 'Small and medium places of assembly'.

The capacity of the building is mainly restricted by the floor space factoring and exit widths which are all fairly small. Improvement to the exit widths may allow an increase in occupation.

MAIN ISSUES TO BE ADDRESSED:

- >> All fixed electrical installations should be made subject to EICR.
- >> All portable electrical appliances should be made subject to PAT testing.
- >> Hot works permits need to be made available and issued by any person(s) carrying out such works on site.
- >> All fire door issues as listed in section 7.1 need to be addressed.
- >> All fire stopping issues as listed in section 7.2 need to be addressed.
- >> Require a fire detection and alarm system as specified in section 10.
- >> Require a full system of emergency lighting as specified in section 9.
- >> General housekeeping needs to be improved in order to lower the fire loading within the premises.

ALL OTHER ACTION POINTS MUST STILL BE ADDRESSED.

THIS REPORT SHOULD BE REVIEWED WITHIN 12 MONTHS.