

FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005

Manor Grounds, Rampton, DN22 0JU

Prepared by:

Lloyd Johnson



Fire Risk Assessment Report

Responsible Person:	Stephen grey
Address of Premises:	Manor Grounds, Rampton, DN22 0JU
Persons Consulted:	Stephen Gray
Assessor:	Lloyd Johnson
Report Validated by:	Liam Bee
Date of Fire Risk Assessment:	12/04-2023
Date of Previous Fire Risk Assessment:	2018
Suggested Date for Review:	04/2024

General comments

The following fire risk assessment has been conducted on behalf of: Rampton parish council.

Note: The recommended review date was calculated at the time of this assessment. If the risk of this building changes as a result of a significant change in the circumstances, then a review date may be required earlier than the one given above.

Table of Contents

1.	<i>General Information</i>	4
2.	<i>The Occupants</i>	5
3.	<i>Occupants Especially at Risk from Fire</i>	5
4.	<i>Fire Loss Experience</i>	5
5.	<i>Other Relevant Information</i>	5
6.	<i>Relevant Fire Safety Legislation</i>	6
7.	<i>Electrical Sources of Ignition</i>	6
8.	<i>Smoking</i>	7
9.	<i>Arson</i>	7
10.	<i>Portable Heaters and Heating and Ventilation Systems</i>	8
11.	<i>Cooking</i>	8
12.	<i>Lightning</i>	8
13.	<i>Housekeeping</i>	8
14.	<i>Hazards Introduced by Outside Contractors and Building Works</i>	9
15.	<i>Dangerous Substances</i>	9
16.	<i>Other Significant Fire Hazards that Warrant Consideration</i>	10
17.	<i>Means of Escape</i>	10
18.	<i>Measures to Limit Fire Spread and Development</i>	11
19.	<i>Emergency Escape Lighting</i>	12
20.	<i>Fire Safety Signs and Notices</i>	12
21.	<i>Means of Giving Warning in Case of Fire</i>	12
22.	<i>Manual Fire Extinguishing Appliances</i>	13
23.	<i>Relevant Automatic Fire Extinguishing Systems</i>	13
24.	<i>Other Relevant Fixed Systems and Equipment</i>	13
25.	<i>Procedures and Arrangements</i>	14
26.	<i>Training and Drills</i>	15
27.	<i>Testing and Maintenance</i>	16
28.	<i>Records</i>	17
29.	<i>Record of Significant Findings</i>	18
30.	<i>Action plan</i>	21
	<i>Appendix 1 - Photographs</i>	23
	<i>Appendix 2 – Legislation</i>	25

1. General Information

The Premises	
Number of floors at ground level and above:	1
Number of floors entirely below ground level:	0
Floors on which car parking is provided:	0
Approximate floor area	75M2 per floor main hall 30M2 sitting room 18M2 kitchen 16M2 storeroom 30M2 front entrance including toilet spaces
Approximate floor area	169M2 ground floor
Details of construction and layout	Village hall with the main hall constructed in the early 1800's with a further extension in the 1970's. Ancillary rooms include toilets, cloakroom, stores and a kitchen. The means of escape: The village hall has four final exit doors to outside, two from the main hall and one from the sitting area and kitchen.
Occupancy	Community hall space

2. The Occupants

Question	Comments
2.1. Approximate maximum number of employees at any one time	1
2.2. Approximate maximum number of other occupants at any one time	37
2.3. Approximate total number of people present in the building at any one time	38

3. Occupants Especially at Risk from Fire

Question	Comments
3.1. Sleeping occupant	0
3.2. Disabled employees	0
3.3. Other disabled occupants	1 at the moment
3.4. Occupants in remote areas and lone workers	0
3.5. Young persons employed	0
3.6. Others	N/A

4. Fire Loss Experience

Comments
N/A

5. Other Relevant Information

Comments
N/A

6. Relevant Fire Safety Legislation

Question	Comments
6.1. The following fire safety legislation applies to these premises:	The Regulatory Reform (Fire Safety) Order 2005
6.2. The above legislation is enforced by:	Nottinghamshire fire & rescue service
6.3. Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:	The Health & Safety at Work Act 1974. Management of Health and Safety at Work Regulations 1999. The Electricity at Work Regulations 1989. The Provision & Use of Work Equipment Regulations 1998. The Safety Signs & Signals Regulations 1996.
6.4. The other legislation referred to above is enforced by:	The Health & Safety Executive (HSE).
6.5. Is there an alteration notice in force? Relevant information and deficiencies observed:	No

7. Electrical Sources of Ignition

Question	Comments
7.1. Are reasonable measures taken to prevent fires of electrical origin?	Yes, no issues identified.
7.2. Are fixed installations periodically inspected and tested?	Yes, next inspection 12/2023
7.3. Is portable appliance testing carried out?	Yes, this was conducted 01/2023

7.4. Is there suitable control over the use of personal electrical appliances?	Yes, no issues identified.
7.5. Is there suitable limitation of trailing leads and adapters?	Yes, no issues identified.

8. Smoking

Question	Comments
8.1. Are reasonable measures taken to prevent fires as a result of smoking?	Yes, no issues identified.
8.2. Is smoking prohibited in the building?	Yes, no issues identified.
8.3. Is smoking prohibited in appropriate areas?	Yes, no issues identified.
8.4. Are there suitable arrangements for those who wish to smoke?	Yes, no issues identified.
8.5. Did the smoking policy appear to be observed at time of inspection?	Yes, this is held on the website.

9. Arson

Question	Comments
9.1. Does basic security against arson by outsiders appear reasonable?	Yes, no issues identified.
9.2. Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes, no issues identified.

10. Portable Heaters and Heating and Ventilation Systems

Question	Comments
10.1. Is there satisfactory control over the use of portable heaters?	Not applicable to the property.
10.2. Are fixed heating and ventilation installations subject to regular maintenance?	Yes last inspection 01/06/2022

11. Cooking

Question	Comments
11.1. Are reasonable measures taken to prevent fires as a result of cooking?	Yes, no issues identified.
11.2. More specifically, are filters cleaned or changed and ductwork cleaned regularly?	Not applicable to the property.

12. Lightning

Question	Comments
12.1. Does the building have a lightning protection system?	Not applicable to the property.

13. Housekeeping

Question	Comments
13.1. Is the overall standard of housekeeping adequate?	Yes, no issues identified.

13.2. Do combustible materials appear to be separated from ignition sources?	Yes, no issues identified.
13.3. Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes, no issues identified.

14. Hazards Introduced by Outside Contractors and Building Works

Question	Comments
14.1. Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes, no issues identified.
14.2. Is there satisfactory control over works carried out in the building?	Yes, no issues identified.
14.3. Where appropriate, are fire safety conditions imposed on outside contractors?	Not at present – Please see item 1.
14.4. Where appropriate, is a permit to work system used (e.g. for “hot work”)?	As per 14.3

15. Dangerous Substances

Question	Comments
15.1. Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Not applicable to this property.

16. Other Significant Fire Hazards that Warrant Consideration

Question	Comments
16.1. Hazards?	N/A
16.2.	

17. Means of Escape

Question	Comments
17.1. Is the design and maintenance of the means of escape considered adequate?	Yes, no issues identified.
17.2. Do staircase and exit capacities appear to be adequate for the number of occupants?	Staircases are not applicable to this property. All exits are adequate, no issues identified.
17.3. Are there reasonable distances of travel: where there is escape in a single direction?	Yes, no issues identified.
17.4. Are there reasonable distances of travel: where there are alternative means of escape?	Yes, no issues identified.
17.5. Is there adequate provision of exits?	Yes, no issues identified.
17.6. Do fire exits open in the direction of escape, where necessary?	Yes, no issues identified.
17.7. Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	Not applicable to the property.

17.8. Are the arrangements provided for securing exits satisfactory?	Yes, no issues identified.
17.9. Is a suitable standard of protection designed for escape routes?	Yes, no issues identified.
17.10. Are there reasonable arrangements for means of escape for disabled people?	Yes, ramps have been provided on either side of the building for ingress and egress of disabled persons.
17.11. Are the escape routes available for use and suitably maintained?	Yes, no issues identified.
17.12. Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	Not at present – Store room does missing intumescent strips Please see item 2.
17.13. Is the fire-resisting construction protecting escape routes in sound condition?	Yes, no issues identified.
17.14. Are all escape routes clear of obstructions?	Yes, no issues identified.
17.15. Are all fire exits easily and immediately openable?	Yes, no issues identified.

18. Measures to Limit Fire Spread and Development

Question	Comments
18.1. Is it considered that there is: Compartmentation of a reasonable standard?	Yes, no issues identified.
18.2. Is it considered that there is: Reasonable limitation of linings that might promote fire spread?	Yes, no issues identified.
18.3. As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	Not applicable to the property

19. Emergency Escape Lighting

Question	Comments
19.1. Has a reasonable standard of emergency escape lighting system been provided?	Yes, no issues identified.

20. Fire Safety Signs and Notices

Question	Comments
20.1. Is there a reasonable standard of fire safety signs and notices?	Recommended display fire action notices – Please see item 3.

21. Means of Giving Warning in Case of Fire

Question	Comments
21.1. Is a reasonable fire detection and fire alarm system provided?	Fire detection systems is not required for this property.
21.2. Is there remote transmission of alarm signals?	Not applicable to the property.
21.3. Is a zone plan displayed?	Not applicable to the property.
21.4. Relevant information on false alarm experience	Not applicable to the property.

22. Manual Fire Extinguishing Appliances

Question	Comments
22.1. Is there reasonable provision of manual fire extinguishing appliances?	Yes, no issues identified.
22.2. What type(s) of appliances are provided?	Water, CO2, and foam in the kitchen.
22.3. Are all fire extinguishing appliances readily accessible?	Yes, no issues identified.

23. Relevant Automatic Fire Extinguishing Systems

Question	Comments
23.1. Type of fixed system?	Not applicable to the property.

24. Other Relevant Fixed Systems and Equipment

Question	Comments
24.1. Type of fixed system?	Not applicable to the property.
24.2. Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?	Not applicable to the property.
24.3. Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	Not applicable to the property.

25. Procedures and Arrangements

Question	Comments
25.1. Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:	Castle Consulting Associates
25.2. Fire safety is managed at the premises by?	Stephen Gray
25.3. Is there a suitable record of the fire safety arrangements?	Not at present - see 27.9
25.4. Are procedures in the event of fire appropriate and properly documented, where appropriate?	Yes, no issues identified.
25.5. More specifically: Are there adequate procedures for investigating fire alarm signals?	Not applicable to the property.
25.6. More specifically: Are there suitable arrangements for summoning the fire and rescue service?	Yes, as per fire action notice call 999
25.7. More specifically: Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	Yes, no issues identified.
25.8. More specifically: Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes, no issues identified.
25.9. More specifically: Is there a suitable fire assembly point(s)?	Yes, fire assembly is located to the rear of the car park.
25.10. More specifically: Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes, no issues identified.

25.11. Are there persons nominated to use fire extinguishing appliances?	No person is nominated to use fire extinguisher at the property
25.12. If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?	Not applicable to the property.
25.13. Are there persons nominated to assist with evacuation, including evacuation of disabled people?	Yes, as per fire action notice this is a duty of the responsible person.
25.14. Is there appropriate liaison with fire and rescue service (i.e., by fire and rescue service crews visiting for familiarization visits?)	Yes, no issues identified.
25.15. Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes, however these inspections are not recorded. See 27.9

26. Training and Drills

Question	Comments
26.1. Are all staff given adequate fire safety instruction and training?	Not at present - Please see item 4.
26.2. More specifically: Are they trained on induction?	As per 26.1
26.3. More specifically: Are they given periodic refresher training?	As per 26.1
26.4. More specifically: Are they given additional training to cover any specific roles and responsibilities?	As per 26.1
26.5. More specifically: Is the content of training provided considered adequate?	Not applicable no training had been provided.
26.6. Are fire drills carried out at appropriate intervals?	As per 26.1

26.7. When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?	Not applicable to the property.
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27. Testing and Maintenance

Question	Comments
27.1. Is there adequate maintenance of the premises?	Yes, no issues identified.
27.2. Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	Not applicable to the property.
27.3. Are monthly and annual testing routines in place for the emergency escape lighting?	Yes, these are done weekly and monthly by the caretaker, no evidence can be provided at the time of assessment. Recommended that all emergency lighting is tested annually by a competent person. Please see item
27.4. Is annual maintenance of fire extinguishing appliances undertaken?	Yes, this is conducted by Lindum fire services.
27.5. Is periodic inspection of external escape staircases and gangways undertaken?	Not applicable to the property.
27.6. Are six-monthly inspection and annual testing of rising mains undertaken?	Not applicable to the property.
27.7. Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	Not applicable to the property.
27.8. Are weekly testing and periodic inspection of sprinkler installations undertaken?	Not applicable to the property.

27.9. Are routine checks of final exit doors and/or security fastenings undertaken?	Yes, however no evidence could be provided at the time of assessment. Please see item 5.
27.10. Are annual inspection and testing of the lightning protection system undertaken?	Not applicable to the property.
27.11. Other relevant inspections or tests:	N/A

28. Records

Question	Comments
28.1. Are there appropriate records of: Fire drills?	Not at present - Please see item 6.
28.2. Are there appropriate records of: Fire training?	As per 28.1
28.3. Are there appropriate records of: Fire alarm tests?	Not applicable to the property.
28.4. Are there appropriate records of: False alarms?	Not applicable to the property.
28.5. Are there appropriate records of: Emergency escape lighting tests?	As per 28.1
28.6. Are there appropriate records of: Maintenance and testing of other fire protection systems and equipment?	Not applicable to the property.

29. Record of Significant Findings

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →			
Likelihood 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: **Low**

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: **Slight Harm**

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 (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably 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: **Tolerable**

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

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 improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. 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.
Substantial	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. If the building is occupied, urgent action should be taken.
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



30. 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**

Item no.	Ref. no.	Action to eliminate or reduce risk	Priority	Timescale
1	14.3	<p>Ensure that suitable arrangements are implemented for the control of contractors at the premises. This should incorporate items such as RAMs review and permits to work.</p> <p>Particularly for the heating system that is installed as this may require future hot works.</p> <p>Management to confirm contractors are provided with appropriate information on fire risks & general fire precautions and delivered adequate instruction</p>	Low	6 Months
2	17.2	<p>There were a number of issues with the storeroom fire door during the assessment throughout the property.</p> <ul style="list-style-type: none"> ○ Fire-resisting door had excessive bottom door gap. ○ Fire door on the missing smoke and intumescent strips. <p>The issues noted should be rectified by a competent person to ensure they achieve the necessary smoke and fire resistance.</p> <p>Please see photo 1</p>	Medium	3 Month
3	20.1	<ul style="list-style-type: none"> ● Ensure that fire action notices are displayed next to every exit. ● Ensure that directional signage is displayed above the kitchen exit door. <p>Please see photo 2 & 3</p>	Low	6 Month

4	26.1	<p>Ensure that all existing staff complete basic fire training, and all new staff are trained upon employment.</p> <p>This is to be replicated as a fire safety training session throughout the year at least once.</p> <p>Recommended recording fire drills (At least once a year) as fire drills play an important part in fire safety.</p> <p>Recommend that all fire wardens and marshals who have a responsibility in the fire and emergency plan. Continue to have periodic refresher training a minimum of annually.</p> <p>Not only will this help refresh the knowledge of what to do in an emergency, but it will also highlight any areas that require improvement.</p>	Low	6 Month
5	27.9	<p>Recommended to undertake monthly inspections. These can make a major contribution towards maintenance and adequate fire precautions when recorded by checking:</p> <ul style="list-style-type: none"> • Fire door operation • Weekly checks of escape routes ensure they are free of obstruction. • Monthly checks of emergency lighting • Final exit free of obstruction • Fire extinguishers • All exit doors can be open with ease. • No storage in escape routes <p>These above can be harmonised as part of your health, safety, and welfare checks.</p>	Medium	3 Month
6	28.1	<p>Ensure the following fire safety checks are undertaken at the proposed intervals and recorded in the fire logbook:</p> <ul style="list-style-type: none"> • Annual full-rated duration checks of emergency lighting by a competent person. • Monthly checks of emergency lighting • Records of testing and inspection should be documented in a fire logbook • Recommended to record all fire drills 	Low	6 Month

Appendix 1 - Photographs

No	Photo	Comment
1		<p>Item: Fire door Location: Store room main hall</p>
2		<p>Item: No directional signage Location: Kitchen exit</p>

<p>3</p>		<p>Item: Fire action notice Location: Main entrance and on the board inside the main hall</p>
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Appendix 2 – Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you 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 you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, 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 you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- A. You employ five or more employees in your undertaking (regardless of where they are employed);
- B. A licence or registration under other legislation is in force; or
- C. An alterations notice is in force requiring a record to be kept.

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. You should, however, ensure 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. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.