



Fire Risk Assessment Review



**MacQueen House
Twywell
Northants
NN14 3AH**

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INTRODUCTION

Fire is considered a significant risk in any business activity but through the **Regulatory Reform (Fire Safety) Order 2005** employers have a specific duty to carry out an assessment of the risk of fire and the arrangements to deal with emergency situations.

The **Order** applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect “relevant persons” in case of fire in and around most “premises”. The **Order** requires fire precautions to be put in place “where necessary” and to the extent that is reasonable and practicable in the circumstances of the case.

This fire risk assessment must establish the current level of risk from fire and the fact that those in the buildings can be evacuated safely. The assessment will identify what needs to be done to significantly reduce the risk of harm/injury and property damage. A fire safety plan must be drawn up this will establish the following:

- The emergency exit doors.
- The emergency exit routes.
- The Assembly Point.
- The location of your fire containment doors.
- The location and position of Fire Extinguishers.
- The location of the service isolation points (e.g. Gas and Electrical shut-off).
- The location of any particularly hazardous areas within the premises (e.g. stored hazardous chemicals or flammables).

The fire risk assessment must be communicated to all employees/volunteers who may be affected by the content of the assessment with clear and relevant information on the risks to them identified by the fire risks assessment. In addition, you must inform non-employees of the relevant risks to them and provide them with information about the fire safety procedures for the premises.

You should (or the appointed Competent Person) constantly monitor what you are doing to implement the fire risk assessment in order to assess how effectively the risk is being controlled. Further, if you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your arrangements and amend / carry out a succeeding fire risk assessment.

Hazard	<i>Toxic Smoke, Heat, Fire, Burns</i>
Risk	<i>Fatality or serious injury due to burns; smoke inhalation or falls from height. Loss of property and business continuity</i>

Building Structure

Building Materials	Yes	No
Brick, Stone, concrete	✓	
Steel (prefabricated)		✓
Wood	✓	
Combination of all or some of the above	✓	

Building Type	Yes	No
Detached	✓	
Open Plan		✓
Compartmentalised with fire doors	✓	

Orientation	Yes	No
Stand Alone	✓	
Multi Building site		✓
Attached to other Buildings		✓

Building Use

Type of work carried out	Tick
Offices	✓
Guiding Group Events Such As Sleep Overs	✓

Building Users

People who use the building	Yes	No
Employees	✓	
Volunteers	✓	
Children	✓	
Other Visitors	✓	
Contractors	✓	
Other Businesses		✓

Sources of Ignition

Sources of Heat or Flame	Yes	No
Smoking		✓
Cooking	✓	
Electricity (fixed distributions and portable appliances)	✓	
Other Hot Work Processes		✓

Sources of Fuel

Sources of Fuel	Yes	No
Combustible Materials (paper, wood, fabrics etc)	✓	
Flammable Products	✓	
Flammable Gases	✓	
Petrol, diesel, oil		✓

Overview



MacQueen House is a traditionally constructed 2 storey detached property that is set in the rural location of Twywell, Northants.

The building has been installed with a range of active and passive fire protection systems to manage risks in the building for activities such as meeting and sleepovers for up to 32 persons in 4 dormitories and single bedroom.

The maximum number of persons in the building is up to 80. E.g. group activities including meetings.



The building is fully furnished and has a large well-equipped kitchen including microwaves, freezers, automatic washing machine, and dishwasher. The house also has facilities for the disabled, a dining room - seating 36, large activity room, sitting room, outdoor play area, car park, lawns, patio and a barbeque. The house is in use throughout the year for all sections of the guide movement, from Rainbow Guides to Trefoil Guild members. Events include residential holidays, activity and training days.

Note 1: The building is located rurally and the expected response time by local fire and rescue is unknown. It would therefore be sensible to check with the Local Fire Authority where the response would come from geographically, and what the time is likely to be.

Ignition Sources

- A No Smoking policy is in place and is strictly enforced.
- Fixed electrical distribution testing is out of date – last tested until 2019.
- Portable appliance testing is up to date – last tested by Smiths in October 2023.
- There is good physical security at building entry points and no external build-up of combustibles to prevent the risk of arson.
- The BBQ is currently not in use as the area is being re-paved.
- There is no gas on the premises.
- There are two hot water tanks which do not contain flammables close to their location or within the rooms they are housed.

Fuel Sources

- Predominantly Class A carbonaceous materials such as fixtures/fittings, office stationary and soft furnishings etc. my observations determined that the volume and type of materials would be defined as 'normal' for this type of environment.

Sources of Oxygen

- No additional sources of Oxygen observed.

Recommendations

Arrange for a fixed electrical distribution test known as EICR as soon as possible

Fire Prevention and Precautions

Control Flammable Liquids, Gases and Combustible Materials	Yes	No
Is there a large amount of combustible materials?		✓
Are all flammable liquids stored in a flameproof store or locker?		NA
Are flammable liquids kept small amounts for ready use?	✓	
Are there bins with lids on for the disposal of combustible materials?	✓	
Are combustible materials removed from the building regularly?	✓	
Can the amount or use of flammable liquids be reduced?		✓

Observations

Generally combustible materials are well controlled and kept away from walkways, fire routes and in higher risk areas e.g. near ignition sources such as electrical distributions. There are regular visual inspections of the house to ensure these standards are maintained.

Soft furnishings are considered to be 'normal' at the location and compliant with the furnishing Regulations.

The level of control of flammable substances/liquids was observed to be satisfactory. Hazardous substances are kept locked away in a specific COSHH cupboard away from fire routes and sources of ignition.

Good levels of housekeeping are maintained in all areas of the premises and waste materials are removed on a regular basis to prevent possible build ups or potential risk of fire spread. The building is inspected by a Guide Leader before the commencement of an activity and at least every 6 weeks by the Property Chair.

Recommendations

There are currently no recommendations

Fire Alarms and Fire Detection	Yes	No
Is there a fire alarm system in place?	✓	
Is there a fire detection system in place?	✓	
Does the system indicate which zone the fire is in?	✓	
Is the fire alarm tested on a weekly basis?	✓	
Does the fire alarm have fire siren sounders?	✓	

Observations

There is an addressable automatic fire alarm system fitted at the premises. There are detectors located in all high-risk areas including dormitories, bedrooms and routes of escape, kitchen and the loft area. The level of protection/ warning is adequate.

The internal weekly testing of the fire alarm is up to date.

A service/test contract with Smiths Fire is in place, and in addition to testing, they leave a service condition and recommendation report.

Recommendations

There are currently no recommendations

Fire Extinguishing Equipment	Yes	No
Are there sufficient fire extinguishers installed in all parts of the building?	✓	
Are the extinguishers of an appropriate type and in the correct locations?	✓	
Have the extinguishers been inspected in the last twelve months?	✓	
Have relevant persons been given information and training in their use?	?	

Observations

There are currently a satisfactory number of fire extinguishers located strategically throughout the premises.

Fire extinguishers are subject to annual servicing by Smiths Fire.

The assessor was unable to verify if relevant persons e.g. those responsible for the premises, those who spend a proportion of time at the premises, and Activity Leaders, have received training on the use of fire extinguishers.

Recommendations

- **It is recommended that you evaluate which persons are responsible for fire safety at the premises and arrange for training.**

Fire Evacuation

Means of Escape and Evacuation	Yes	No
Is there an emergency plan in place?	✓	
Are there enough fire escapes and are they in the right places?	✓	
Are all fire exits and escapes easily and quickly accessible from all areas?	✓	
If people sleep in the building is there an early warning system?	✓	
Are the fire escapes suitable and sufficient for all people likely to use them?	✓	
Are all escape routes easily identifiable, unobstructed, and illuminated?	✓	
Are there trained personnel to help disabled people?	NA	
Will a fire affect all fire exits?		✓
Will there be at least one exit available for use?	✓	
Are the fire assembly points indicated in a safe area?	✓	
Is there adequate emergency lighting where necessary?	✓	
Do all fire doors have self-closing mechanisms and seals?	✓	
Are all fire doors kept closed?	✓	

Observations

A general fire emergency plan is in place and the position of the Fire Assembly Point is designated.

Note: External building (toilets/ shed) is currently not used due to structural/ maintenance issues – a risk assessment has been carried out and the buildings and the areas is currently restricted.

Fire Emergency Plan - Activity Leaders are required to familiarise themselves with the building layout, the fire routes and assembly point before the commencement of an event. They are further required to practice the fire emergency plan by carrying out a fire drill at the start of any stay at the premises. Activity Leaders must report any issues/ defects in line with the guidance in the Girlguiding 'Best Intentions' guidance notes.

Compartmentation – No documentation available to verify, but it appears 30 minute rated internal fire doors are fitted in all required locations. (Dormitories/ corridors etc) creating compartmentalisation and segregation.

Internal fire doors are fitted with self-closing devices and intumescent fire strips where required. Defects/ faults can be a persistent problem in older buildings, so monitoring is important to maintain compartmentation standards.

The compartmentation rating of doors/ shutter to areas adjacent to the kitchen/ Diner are not verified and some of the openings do not appear to have a high fire rating and would only offer nominal protection. Given other active and passive protections, and the kitchen is not used in a commercial capacity, this issue does not appear to significantly raise the fire risk in the building, but it should be a consideration when budgeting for future refurbishments or fire safety upgrades.

Escape Routes - Emergency lighting is fitted throughout the location. The provision appears to meet the requirements of the British Standard and has been deemed suitable by Smiths Fire.

The emergency lighting is tested regularly by an appointed person and recorded within the location fire logbook.

Recommendations

Ensure all internal fire doors are monitored and the findings are recorded periodically. Here is a link to as short vide that will assist for this requirement.

<https://www.youtube.com/watch?v=kOvQLCNabFc>

Fire Safety Signage

Fire Extinguisher and Evacuation Signage	Yes	No
Do all fire extinguishers have signs indicating type and use?	✓	
Are all fire points indicated with blue and white fire action signs?	✓	
Are all fire extinguishers indicated?	✓	
Is there sufficient escape route signage (running person signs)?	✓	
Are the fire exits indicated with running person signs?	✓	

Observations

Signage is generally to a satisfactory standard.

Recommendations

There are currently no recommendations

Risk Evaluation

The Probability of Fire depends on the number and nature of ignition sources, the extent of any fire prevention measures and the nature and actions of the occupants.

The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the Hazard Priority Scale identified below, application of current fire safety codes and practice, experience and knowledge the following risks have been quantified.

FIRE RISK RATING MATRIX

		LIKELY CONSEQUENCES OF A FIRE		
		Subjective Fire Risk Rating	Slight Harm	Moderate Harm
LIKELIHOOD OF A FIRE	Low	Negligible Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

The definition of terms contained within this document are 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.

Slight Harm: Outbreak of fire very unlikely to result in serious injury or death of any occupant.

Moderate Harm: Outbreak of fire could result in injury to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiple fatalities.

Extreme Harm: Potential for serious injury or death of one or more occupants.

Negligible Risk	No action is required, and no detailed records need be kept.
Tolerable Risk	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate Risk	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 extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial Risk	Considerable resources may 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 Risk	Building (or relevant area) should not be occupied until the risk is reduced.

Summary

Based upon the findings of this report and review of the fire risk level estimator contained above, the overall risk ratings for this property have been calculated as follows:

*The likelihood of the occurrence of a fire hazard or ignition at this property has been calculated as **Medium**.*

*The potential of harm occurring at this property has been calculated as **Slight Harm**.*

*Overall, the risk to life at this property is considered to be **Tolerable Risk**.*

Assessment carried out by: Steve Powell (CMISOH)

Date of Assessment: **May 2024**

Recommended date of the next review: **May 2025**

Note 1: *The Action Plan on Page 11 highlights the main points of this report and as such we would strongly advise you to read this report in full for a detailed understanding of our findings, opinions and advice.*

Note 2: *This assessment was not 'invasive'. Fire resisting qualities of doors, partitions and other elements and parts are assessed 'as seen' and 'apparent'. Inaccessible spaces, including roof spaces/basement and other cavities are not assessed as part of this fire risk assessment.*

Action Plan

<u>Item</u>	<u>Remedial Action</u>	<u>Action By</u>	<u>Priority Grade</u>	<u>Date Completed</u>
Electrical Safety	<i>Arrange for a fixed electrical distribution test known as EICR as soon as possible.</i>		Grade 1	
Fire Extinguishers	<i>It is recommended that you evaluate which persons are responsible for fire safety at the premises and arrange for fire extinguisher training.</i>		Grade 2	
Formal/ documented/ fire door monitoring/ checking	<i>Ensure all internal fire doors are monitored and the findings are recorded periodically. Here is a link to a short video that will assist for this requirement.</i> https://www.youtube.com/watch?v=kOvQLCNabFc		Grade 2	
Means of Escape and Evacuation	<i>Longer term budgetary consideration should be given to upgrading to a fire rated door or shutter – doors off the kitchen area that are not currently fire rated.</i>		Grade 3	

To assist you to manage risk effectively, colour coded grades are used below the “immediate actions” section of the report. These indicate the level of priority for you to be either compliant or, to reduce the risks within the workplace.

- Grade 1** = Imminent/ higher risk, or not compliant with legal framework
- Grade 2** = Matters considered important but not an imminent risk.
- Grade 3** = Guidance or recommendation