

# Fire Risk Assessment – Highfield Rangers & FSD Academy

## 1. Premises Particulars

**Premises Name:** Highfield  
Rangers & FSD Academy

**Address:** 443 Gleneagles Avenue

Leicester

LE4 7YJ

**Telephone Number:**  
0116 2660009

**Use of Premises:** Offices, Upper lounge,  
Kitchen, Hall, Tuck shop

**Owner/employer/person in control of the  
workplace:**

Management committee

**Date of Risk Assessment:** 29.04.15

**Date of Review:** 29.05.16

**Name and relevant details of the person who has carried out the fire risk assessment:**

Chairperson Health & Safety Advisor.

## 2. General Statement of Policy

**Statement:**

It is the policy of Highfield Rangers to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The organisation will provide and maintain a safe and healthy working environment, equipment, and systems of work for all members/employees, and to provide such information, training and supervision as they need for this purpose

The organisation will give a high level of commitment to health and safety and will comply with all statutory requirements.

# 3. Management Systems

## **Commentary:**

The Fire Safety Management plan is contained within the Health & Safety file and is kept in the main office.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5 step narrative method as advocated by the Employers Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the employer has made the Health & Safety Advisor responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:

- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring they are implemented and communicated to other employees
- Ensuring co-ordination between other responsible persons

Fire Safety will be an agenda item for the weekly managers meeting.

The Health & Safety Advisor will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation

## 4. General description of Premises

### **Description:**

The building comprises of an old, large, 'manor' type house, brick built with mezzanine roof. (Built in 1983) The premises are considered to be of low risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place). The building has one internal stairway which is protected by fire resisting walls, partitions and doors. It has one external escape staircase leading from the second floor via the first floor to ground floor.

## 5. Fire Safety Systems within premises

**Fire Warning Systems:** (i.e. automatic fire detection, break-glass system to BS 5839, other)

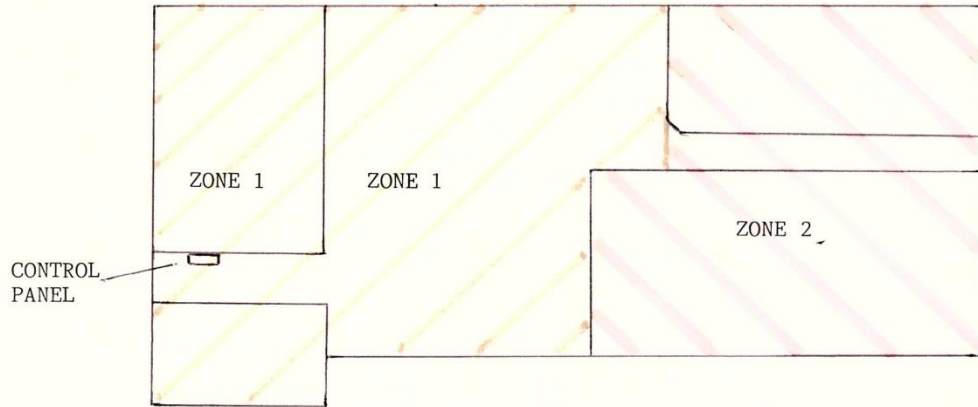
Manual-electric complying to BS 5839. AFD has been provided in a number of areas.

**Emergency Lighting:** (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

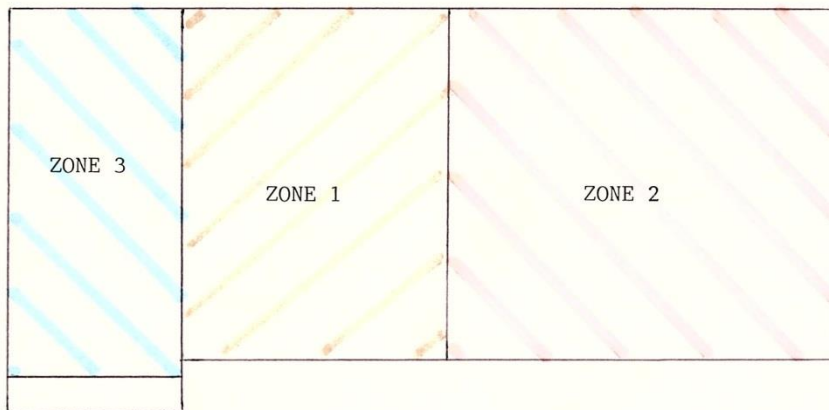
Non-maintained to 3 hours complying with BS 5266.

# 6. Plan Drawing

## FIRE ALARM ZONE LOCATION CHART



GROUND FLOOR



FIRST FLOOR

## 7. Identify Fire Hazards

### **Sources of Ignition:**

The ignition sources are those commensurate with office premises. Smoking is not allowed in the building. There are also sources of ignition in the kitchen, tuckshop and the boiler upstairs.

### **Sources of Fuel:**

The sources of fuel are those commensurate with office premises. Majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc. is stored away in stationary cupboard which is kept locked. Waste paper bins are emptied every night and the waste stored outside away from the building in metal bins.

### **Work Processes:**

The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is the close down all electrical equipment at night.

### **Structural features that could promote the spread of fire:**

This is an building built around 1983. All services and compartments are adequately fire stopped and there are no voids or false ceilings.

## 8. Identify People at risk

### **Commentary:**

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Employees are distributed throughout the building.

Visitors and contractors are signed in at reception. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager is informed and measures put in place to ensure their evacuation in the event of fire.

At the present time there are no employees with disabilities requiring assistance to escape in the event of fire.

Some employees work late and may find themselves isolated in parts of the building during these times.

## 9. Means of escape- Horizontal Evacuation

### **Commentary:**

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would require assistance to evacuate the premises.

There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by members due to the working practices of the building.

Furthermore, some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those employees and cleaners who may be isolated (i.e. working late)

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.

All escape routes are covered by Emergency Lighting.

## 10. Means of escape- Vertical Evacuation

### **Commentary:**

Second Floor - There is both an internal stairway and external Fire escape serving the second floor. This is adequate as the second floor is used for office accommodation and storage.

First Floor – There is both an internal stairway and external Fire escape serving the first floor. This is considered adequate for means of escape from the first floor.

Overall – There are sufficient stairways in the premises for means of escape.

## 11. Fire Safety Signs and Notices

### **Commentary:**

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

## 12. Fire warning system

### **Commentary:**

There is a manual/electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.

## 13. Emergency Lighting System

### **Commentary:**

There is an adequate emergency lighting system within the premises

## 14. Fire fighting equipment

**Is there a maintenance programme for the fire safety provisions in the premises Yes / No**

Records maintained within the fire safety log book.

## 15. Management Maintenance

**Are regular checks of fire resisting doors, walls & partitions carried out Yes / No**

Carried out by the designated member/ manager and recorded.

**Are regular checks of escape routes & exit doors carried out Yes / No**

Carried out by the designated member /manager and recorded.

**Are regular checks of fire safety signs carried out Yes / No**

Carried out by the services manager and recorded.

**Is there a maintenance regime for the fire warning system Yes / No**

Weekly check carried out by the services manager and recorded

Annual check carried out by contractors and recorded.

Yes

Yes

**Is there a maintenance regime for the Emergency Lighting system Yes / No**

Weekly check carried out by the services manager and recorded

Annual check carried out by contractors and recorded.

Yes

Yes

**Is there a maintenance regime for the Emergency Lighting system Yes / No**

Weekly checks carried out by the services manager and recorded.

Monthly checks carried out by the services manager and recorded.

Annual check carried out by contractors and recorded

Yes

Yes

Yes



## 16. Method for calling the fire service

**Specify:**

Receptionist / delegated member in office at that moment in time to Call 999 and ask for fire service

## 17. Emergency Action Plan (EAP)

**Commentary:**

There is a sufficient Emergency Action Plan for internal and external attached to this record.

## 18. Training

**Commentary:**

Training is provided by the Training Manager.

A six-monthly training meeting is held to remind staff of what to do in the event of fire. Also included – How to call the Fire Service, and How to operate the fire alarm system.

All personnel including the Management Committee undertake this Training

# 19. Fire Safety Deficiencies to be rectified

Deficiency/rectification	Priority	Date to be rectified	Date rectified

## 20. Significant Findings

Significant Findings

Control Measure/ Action

Significant Findings	Control Measure/ Action

## 21. Additional hazards

**Specify:**

Smoke Cloak security device fitted within the premises. Hours of operation – 8.pm – 8.am

## Highfield Rangers

# Fire Safety Management Plan

### Fire safety plan

Person with overall responsibility for fire safety

#### RESPONSIBLE PERSON

Pam Charles

#### POSITION

Wine Bar

### Fire risk assessment Alston Jarvis

Person responsible for carrying out & review

### Maintenance programme

Person responsible for: Alston Jarvis

- Maintenance of fire safety provisions
- Fire alarm
- emergency lighting
- Fire fighting equipment
- escape routes
- Fire safety signs/notices

### Emergency action plan

Person responsible for: production & review

#### RESPONSIBLE PERSON

Gerry Burke

#### POSITION

Chairperson

### Staff training

Person responsible for:

- fire safety training of all staff
- implementing fire drills

#### RESPONSIBLE PERSON

Management committee

# Highfield Rangers

## **EMERGENCY ACTION PLAN**

Assembly point –

1. Is on the grass in front of the goal posts on pitch 1 near front gate.
2. Is at the rear of the building on the grass adjacent to the nearest floodlit Pylons gate

Action on discovery of fire

- sound the alarm using the nearest fire alarm call point
- leave the building by the nearest fire exit
- do not re-enter the building • report to the assembly point
- call the fire brigade by mobile phone (after leaving the building)
- liaise with the fire brigade on their arrival
- only attempt to tackle small fires if confident to do so
- do not put yourself at risk

Action on hearing alarm

- leave the building by the nearest fire exit
- do not re-enter the building
- report to the assembly point
- call the fire brigade by mobile phone (after leaving the building)
- liaise with the fire brigade on their arrival

Visitors

- ensure all visitors and contractors are taken to the assembly point
- assist any disabled persons with their evacuation as necessary