

**Rhino Safety Ltd.**  
**Regulatory Reform (Fire Safety) Order 2005,**  
**Fire Risk Assessment**

**conducted for**

**Shavington Parish Council**

**Audit Title**

Fire Risk Assessment

**Document No.**

KH048/2021

**Location/address**

159 Main Rd  
Shavington  
Crewe  
CW2 5DP

**Conducted on**

21.10.2021

**Prepared by**

Karl Hand – Tech IOSH

**Person(s) consulted**

Simona Garnero - Clerk to Shavington-cum-Gresty Parish Council

**Date of previous fire risk assessment**

Not known

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**Disclaimer**

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

This report only addresses those parts of the building which were accessible at the time of the inspection. It did not cover roof voids, compartmentalisation above ceiling ducts, cabling, separation etc.

**Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

**Fire Risk Assessment**

## Audit

Question	Response (Yes/No/NA)	Details
<b>Part 1: GENERAL INFORMATION</b>		
<b>The responsible person for fire safety</b>		
Name of the responsible person	The Parish Council are responsible.	
Contact details of responsible person	01270 262 636	
<b>1 The Building</b>		
Number of floors	2	
Floor area: (m2 per floor)	TBC	
Brief details of construction:	Brick built and slate tile roof, internal partition walls.	
Occupancy type:	Office space and event hall	
<b>2 The occupants</b>		
Maximum number of occupants & hours of occupancy:	Monday to Sunday 8am till midnight	
Maximum number of occupants at any given time:	4 officers and members – committee meetings 14	
Maximum number of members of the public at one time:	Yoga classes – 20 30 Bridge session- 30 Toddler group - unknown Private hire – hall can hold 120	
<b>3 Occupants at special risk</b>		
Are children employed at the premises?	No	
Are there sleeping occupants?	No	
Are there disabled/Vulnerable occupants?	Yes	Potentially during private hire events.
Are there occupants in remote areas?	No	
Are there lone workers?	Yes	<b>No lone working policy, Rhino safety to include within main H&amp;S Policy.</b>

<b>4 Previous Fire loss experience</b>		
Is there any previous history of fire loss in the premises (if yes give details)	No	
<b>5 Other relevant background</b>		
Are there any residential properties in or attached to the building	No	
Is there a prohibition notice in force? (if yes give date of issue)	No	
Is there an alteration notice in force? (if yes give date of issue)	No	
Is there an enforcement notice in force? (if yes give date of issue and date of when work is to be completed by)	No	
<b>6 Relevant Fire Safety Legislation</b>		
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:	Cheshire Fire & Rescue Service	
6.3 other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2006):	<p>The Fire Safety (Employee's Capabilities) (England) Regs 2010</p> <p>Building Regulations 2006</p> <p>The Smoke Free (Premises &amp; Enforcement) Regulations 2006.</p> <p>Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1988 and 1993).</p> <p>Equality Act 2010.</p> <p>Health and Safety (Safety Signs and Signals) Regulations 1996.</p>	
6.4 The above referenced legislation is enforced by:	Health & Safety Executive	
6.5 Comments:	<p>Guidance used for reference;</p> <p>HM Government guidance on:</p> <p>Offices &amp; shops ISBN-13:9781 85112 8150</p> <p>Small &amp; Medium places of assembly ISBN-13:9781 85112 8204</p> <p>PAS 79 - 1:2020 Fire Risk Assessment. Part 1 - Premises other than housing – Code of Practice</p>	

<b>Part 2: FIRE HAZARDS AND ELIMINATION OR CONTROL</b>		
<b>7 Electrical sources of ignition</b>		
7.1 Are reasonable measures taken to prevent fires of electrical origin?	Yes	
7.2 Is the fixed wiring installation periodically tested and inspected?	Yes	Fixed electrics inspected 11.01.2021
7.3 Are portable appliances tested/inspected?	Yes / No	Kitchen equipment inspected date it 01.2021. <b>Office equipment has not been inspected.</b>
7.4 Is there a suitable policy about the use of personal electrical appliances?	No	Rhino Safety to provide within the H&S Policy.
7.5 Is there a suitable limitation on the use of trailing leads and adapters?	Yes	
7.6 Is Luminous Discharge Lighting installed? (if yes does the installation meet with current standards)	N/A	
<b>8 Smoking</b>		
8.1 Are reasonable measures taken to prevent fires as a result of smoking?	Yes	
8.2 Is smoking prohibited in the building?	Yes	
8.3 Is smoking prohibited in appropriate areas?	Yes	
8.4 Are there suitable arrangements made for those who wish to smoke?	No	<b>No designated smoking areas.</b>
8.5 Is there any evidence of breaches of smoking policy?	No	
8.6 Is the appropriate smoking prohibition notice displayed at the building's entrance?	Yes	
<b>9 Arson</b>		
9.1 Does the basic security against arson appear reasonable?	Yes	Gates and perimeter fencing, locked key box outside to access keys.
9.2 Is there sufficient control of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	No	<b>Bins stored against the building.</b>
<b>10 Portable heaters and heating installation</b>		
10.1 Is the use of portable heaters avoided as far as reasonably practicable?	Yes	

10.2 If portable heaters are used, are the more hazardous types (radiant bars and LPG) avoided?	Yes	Electric heater observed in the upstairs storage area.
10.3 If portable heaters are used are suitable measures taken to minimise the risk of ignition of combustible materials?	Yes	
10.4 Are fixed heating installations subject to regular maintenance?	Yes	Verbally confirmed that the boiler is less than 12 months old, recommend that this be inspected annually, and servicing certificate made available during future inspections.
<b>11 Cooking facilities</b>		
11.1 Are reasonable measures taken to prevent cooking fires?	Yes	Microwave, electric oven, and hob.
11.2 Are filters changed and ductwork cleaned regularly?	N/A	No extraction hood fitted in the kitchen - <b>Recommend that a Recirculating unit be fitted</b>
11.3 Are suitable extinguishers available?	Yes	CO2, Fire blanket and Powder extinguisher. <b>Recommend that the powder extinguisher be removed from the kitchen as these are no longer recommended for indoor use.</b>
<b>12 Lightning</b>		
Does the building have lightning protection system if required? (if yes has it been tested and are records of testing kept)	N/A	
<b>13 Other significant ignition sources that warrant consideration including process hazards that impact on general fire precautions</b>		
List other ignition sources:	None seen.	
<b>14 Housekeeping</b>		
14.1 Is the standard of housekeeping adequate?	Yes	<b>Storage area would benefit from sorting through.</b>
14.2 Are combustible materials separated from ignition sources?	Yes	
14.3 Is the unnecessary accumulation of combustibles and waste avoided?	Yes	
14.4 Is there appropriate storage of hazardous materials?	Yes	Cleaning products are stored in a locked cupboard under the stairs.
14.5 Are combustible materials stored appropriately?	Yes	

<b>15 Hazards introduced by contractors and building works</b>		
15.1 Is there sufficient control over works by contractors (e.g. Permits to work & hot works permits)?	No	'Hot Works' permit attached as Appendix A. this should be issued to contractors who are carrying out any grinding or brazing works to ensure they have considered the risk and what controls they have in place to prevent a fire from starting.
15.2 Are there arrangements for the safe storage of gas bottles and others hazardous materials	N/A	
15.3 Are fire safety conditions and instructions communicated to contractors?	No	Contractors would always be supervised by a member of the parish council.
<b>16 Dangerous Substances</b>		
16.1 Are dangerous substances present on the premises?	No	
16.2 Has the risk to relevant persons been adequately eliminated or reduced?	N/A	
<b>Part 3: FIRE PROTECTION CONTROL MEASURES</b>		
<b>17 Means of escape</b>		
17.1 Is the building provided with adequate means of escape in case of fire?	Yes	Final exits from the hall and kitchen lead to the rear carpark. Front entrance leads directly outside with access to the rear carpark.
17.2 Are there sufficient exits?	Yes	3 final exits from the building in total, if 1 exit was to become obstructed then the remaining two would be sufficient to allow the escape of the maximum 120 people.
17.3 Are exits easily and immediately openable where necessary?	No	<b>Fire exit in the kitchen was locked.</b>
17.4 Do fire exits open in the direction of travel where necessary?	No	<b>Fire exit in the kitchen opens inwards.</b>
17.5 Have sliding or revolving doors been avoided as fire exits?	Yes	
17.6 Are there adequate means of securing exits?	Yes	
17.7 Are there reasonable distances of travel where there is a single direction of travel?	Yes	Travel distance from the storage room adjacent to the office would be below the required 45 meters to either the front exit of the kitchen exit.
17.8 Are there reasonable distances of travel where there are alternative means of escape?	Yes	



17.9 Are escape routes adequately protected?	Yes	Fire doors installed on both rooms that open onto the stairwell.
17.10 Are there suitable fire precautions for all inner rooms?	No	Storage area adjacent to the office can be classed as an inner room, meaning that you would have to pass through the office to get to a protected area, in this case the stairwell.  There is no automatic detection within the office that would alert anyone within the stores room to a fire, however the occupancy levels are extremely low and the sources of ignition within the office are negligible.
17.11 Are escape routes unobstructed?	Yes	
17.12 Are there suitable means of escape for disabled occupants?	Yes	
<b>18 Measures to limit fire spread and development.</b>		
18.1 Is there a sufficient standard of compartmentation and sub-compartmentation?	No	Kitchen has damaged ceiling tiles, it was verbally confirmed that a quote to replace the entire ceiling had been approved.
18.2 Are linings that promote fire spread avoided as far as reasonably practicable?	No	Wallpapered rear room.
<b>19 Emergency Escape lighting (Based on visual inspection but no test of luminance levels or verification of full compliance with BS5266)</b>		
Is there a reasonable standard of escape lighting provided?	Yes	Illuminated exit signs above office door, and ground floor auxiliary function room has bulkhead lighting above the door.  Final exit from the main hall has illuminated exit sign as does the door leading from the hall to the main entrance hallway.  <b>Stair well does not have emergency lighting installed and unit installed in the office did not display a green LED indicator.</b>
<b>20 Fire safety signs and notices</b>		
Are fire safety signs and notices suitable and sufficient?	Yes	Fire action signs displayed above all manual call points on the ground floor.  <b>Manual call point in the upstairs office has no fire action sign.</b>  <b>final exit door from the kitchen is missing all signage.</b>  <b>No designated fire assembly point.</b>

<b>21 Means of giving warning in the event of fire (Based on visual inspection, but no audibility tests or verification of full compliance with BS5839)</b>		
21.1 Is a manually operated electrical fire alarm system provided?	Yes	Manually operated call points throughout the premises. Fire bell in the ground floor hallway.
21.2 Is automatic fire detection provided?	No	
21.3 Is there remote transmission of alarm signals?	N/A	
<b>22 Manual fire extinguishing appliances (Based on visual inspection, but no verification of full compliance with BS5306)</b>		
22.1 Is there suitable and sufficient provision of portable fire extinguishers?	Yes	2 x Foam and 1 CO2 located at the top of the stairs. 2 x 6L water located in the main hall and CO2 and Powder located in the kitchen.
22.2 Are hose reels provided?	No	
<b>23 Relevant automatic fire extinguishing systems</b>		
Type of system:	N/A	
<b>24 Facilities, equipment, and devices for the protection of Fire-Fighters</b>		
Types of facilities:	N/A	
<b>Part 4: MANAGEMENT OF FIRE SAFETY</b>		
<b>25 Procedures and arrangements</b>		
Person responsible for fire safety:	Shavington Parish Council.	
25.1 Are there competent persons available to assist in implementing fire safety arrangements?	Yes	Rhino Safety Ltd
25.2 Are appropriate fire procedures in place? (including arrangements for calling the fire service)	Yes	Fire action signs installed in the premises.
25.3 Fire Emergency Plan in place and details recorded?	No	<b>Fire emergency plan attached as Appendix B. Fire emergency plan should be communicated to all private hirers of the hall during the booking process and displayed within the kitchen.</b>
25.4 Does the plan take account of other Fire Emergency Plans applicable in the building?	Yes	
25.5 Is the Fire Emergency Plan readily available for staff to read?	N/A	

25.6 Is the Fire Emergency Plan available to the enforcing authority?	N/A	
25.7 Are there persons nominated to respond to fire?	Yes	First responder would call the emergency services
25.8 Are persons nominated to assist with evacuation?	No	No trained fire marshals. Private hirers are left to themselves, it should be mentioned within the hire agreement that they should nominate a fire warden within their party to assist in the evacuation process.
25.9 Is there appropriate liaison with the fire service?	No	Recommend that the brigade be invited to visit the premises.
25.10 Do routine in-house inspections of fire precautions take place?	Yes	
<b>26 Training and drills</b>		
26.1 Are staff given instruction on induction?	No	<b>Volunteers should receive basic fire safety instructions.</b>
26.2 Do staff receive periodic refresher training at suitable intervals?	No	
26.3 Are staff with special responsibilities given appropriate training?	No	<b>Senior members of the parish council who frequent the building on a regular basis should receive training on the fire alarm panel.</b>
26.4 Are fire drills carried out at appropriate intervals?	No	<b>No recorded fire drills.</b>
<b>27 Testing and maintenance</b>		
27.1 Is the workplace adequately maintained?	Yes	
27.2 Is there weekly testing and periodic servicing of the fire detection and alarm system?	No	<b>No in house testing currently takes place. No servicing records available.</b>
27.3 Is there monthly testing and annual servicing of the emergency lighting?	No	<b>As per 27.2.</b>
27.4 Is there annual maintenance and testing of fire extinguishing equipment?	Yes	Service by North Staff Fire Ltd 11.2020 – <b>This is due to be completed again in November 2021</b>
27.5 Is there annual inspection and test of the lightning protection system?	N/A	
27.6 Is there six monthly and annual testing of wet/dry risers?	N/A	
27.7 Is there weekly testing and periodic inspection of sprinkler installations?	N/A	

27.8 Are there routine checks of fire doors and final exit doors (including security fastenings)?	Yes	Not currently recorded.
Other relevant inspection and test	N/A	
<b>28 Records</b>		
28.1 Are there records of fire drills?	No	
28.2 Are there records of fire training?	No	
28.3 Are there records of fire alarm tests?	No	
28.4 Are there records of emergency lighting tests?	No	
28.5 Are there records of maintenance and testing of other fire protection systems?	N/A	
<b>Part 5: RISK RATING AND RECOMMENDATIONS</b>		
<p>Taking into account the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is;</p> <p style="text-align: center;"> <b>LOW</b> <input type="checkbox"/>    <b>MEDIUM</b> <input checked="" type="checkbox"/>    <b>HIGH</b> <input type="checkbox"/> </p>		
<p>Defined as;</p> <p><b>LOW</b> – Unusually low likelihood of fire as a result of negligible potential sources of ignition</p> <p><b>MEDIUM</b> – Normal fire hazards (eg, potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)</p> <p><b>HIGH</b> – Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>		
<p>Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements, it is considered that the consequences for <b>life safety</b> in the event of a fire would be;</p> <p style="text-align: center;"> <b>SLIGHT HARM</b> <input checked="" type="checkbox"/>    <b>MODERATE HARM</b> <input type="checkbox"/>    <b>EXTREME HARM</b> <input type="checkbox"/> </p>		
<p>Defined as;</p> <p><b>SLIGHT HARM</b> – Outbreak of fire unlikely to result in serious injury or death of any occupant (other than sleeping in a room in which a fire occurs)</p> <p><b>MODERATE HARM</b> – Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities</p> <p><b>EXTREME HARM</b> – Significant potential for serious injury or death of one or more occupants</p>		
<p>The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79<sup>1</sup>:</p>		

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

Accordingly, it is considered that the risk to life from fire at these premises is;

Trivial  Tolerable  Moderate  Substantial  Intolerable

Definition of risk level;

**Trivial** - no action is required, and no detailed records need to 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 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 occupied, 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.

**Tolerable**

### Action Plan Recommendations

ACTION PRIORITY;

**High – Action to be completed, implemented or arranged within 1 month.**

*High priority actions do not always indicate an imminent risk. They can relate to actions that are able to be*

*implemented in a short period with little, or no cost in terms of time & effort (i.e. carrying out and recording routine inspections of the premises)*

**Medium - Action to be completed, implemented or arranged within 6 months.**

*These actions can vary in importance and risk. It is recognized that time, cost and effort need to be considered as part of the planning, organizing and carrying out of these actions.*

**Low - Action to be completed, implemented or arranged within 12 months.**

*These actions can vary in importance, but in most cases the risk is considered tolerable. The carrying out of these actions may be long term or infrequent, so an extended period of time is allocated for each*

Item 1	Ref Electrical sources of ignition
Recommendations	7.3 – All electrical equipment used within the premises requires PAT testing, this includes laptop chargers and any monitors used within the hall – this should be completed annually.
Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 2	Ref Smoking
Recommendations	8.4 – Designated smoking area should be established and suitable located to provide any users of the hall with a area to smoke and vape. A suitable ashtray should also be provided and emptied regularly.
Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 3	Ref Arson
Recommendations	9.2 – Recommend that the bins be stored away from the building at a minimum of 5 meters
Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 4	Ref Housekeeping
Recommendations	Premises was generally clean and tidy during the inspection. Recommend that in some areas, such as the storerooms, consideration is given to the way some items are stored and whether any items stored on floors can be moved onto shelves or discarded where these are no longer needed and combustible items be kept to a minimum within the premises.
Action Priority. High            Medium.            Low	<b>Medium</b>
Action Completed? (Name & date)	
Item 5	Ref Means of escape
Recommendations	17.3, 17.4 – Fire exit from the kitchen must be unlocked when the premises is occupied to allow for the required number of exits from the building.  This must be stipulated as a requirement with the hirers agreement and signage should also be installed on the door to remind people that this must be unlocked.  Signage should also be installed to indicated that the door opens inwards.

Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 6	Ref Emergency Escape lighting
Recommendations	<p>Recommend that emergency lighting be installed in the stairwell. Any changes in level must have a provision of emergency lighting.</p> <p>The bulkhead installed above the office door did not display a green LED indicating that the light may not have an active power supply and therefor may not activate in the event of a power outage. This should be inspected by competent person.</p>
Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 7	Ref Fire safety signs and notices
Recommendations	<p>Fire action sign should be displayed above the call point in the upstairs office.</p> <p>Exit door from the kitchen should display 'Fire Exit' signage and 'Door Opens Inwards' signage.</p> <p>Designated area should be identified as a suitable fire assembly point. Once this has been established the 'Assembly Point' signage should be installed in this location and the location of the assembly point included in all fire action signs and emergency plans</p>
Action Priority. High            Medium.            Low	<b>High</b>
Action Completed? (Name & date)	
Item 8	Ref Means of giving warning in the event of fire
Recommendations	<p>21.2 - Recommend that a P2 system be installed to protect property, with detectors installed in the upstairs office, ground floor hallway and kitchen. The kitchen should also include a heat detector.</p> <p>These detectors should be interlinked meaning that if one activates, they all sound and would alert all occupants to a potential fire within the building.</p>
Action Priority. High            Medium.            Low	<b>Medium</b>
Action Completed? (Name & date)	
Item 9	Ref Testing and maintenance
Recommendations	Testing and maintenance should take place in the following timescales.



		<ul style="list-style-type: none"> <li>• Fire alarm tested weekly in house from different call points, serviced every 6 months by a BAFE f=registered contractor</li> <li>• Emergency lighting functionality tests should be completed month in house. Annual service and 3-hour discharge test should be completed by a competent person.</li> <li>• Fire extinguishers should be serviced annually by a competent contractor.</li> </ul> <p>Records of all in house testing and servicing should be recorded in a fire logbook for the premises.</p>	
Action Priority. High            Medium.            Low		<b>High</b>	
Action Completed? (Name & date)			
Item 10		Ref Records	
Recommendations		All records should be kept in a fire logbook for the premises and made available to the enforcing authority on request and made available during future H&S inspection.	
Action Priority. High            Medium.            Low		<b>High</b>	
Action Completed? (Name & date)			
Assessor Signature		K Hand            21.10.2021	
<b>Re-Assessment</b> This fire risk assessment should be reviewed in 12 months, or sooner if any significant change takes place.			
Date reviewed	Reviewed by	Signature	Reason for review

APPENDIX A

<b>HOT WORK PERMIT</b> – to be issued for all temporary Hot Work inside buildings or outside if adjacent to buildings or flammable storage.		
Location:	Permit No:	Date:
Applicable to all operations involving flame, hot air, arc welding, cutting equipment, brazing, soldering, blowlamps, bitumen boilers, grinding of metals or any other equipment producing heat or having naked flame.		
Fire Precautions Required – Tick Where Appropriate		
	Area cleared of all loose combustible material. Remove or protect all flammable liquids or gas.	Gas cylinder in vertical position
	Other sides of walls or partitions checked to ensure combustible materials will not be ignited by conducted heat.	Flash back arrestors fitted to gas cylinders
	Exposed wooden flooring or other immovable combustible covered with sand or other non-combustible material.	“Tar” boilers supervised by experienced persons (see note below) and never left unattended unless switched off.
	Welding, cutting or grinding work screened using non-combustible material.	Gas cylinders three metres from burners
	Smoking not allowed.	Appropriate extinguishers standing by with extinguishing equipment while work is in progress.
	Ensure smoke and heat detectors are rendered inoperable by a) disconnection b) enclosing with protective cover To be made operable immediately after completion of work.	Check area one hour after completion of work
		If operating adjacent to a gas supply, turn off gas or protect piping.
<b>Note: Tar boilers and similar equipment should only be taken on roofs when permitted by the building supervisor and a non combustible heat insulating base must be provided to prevent heat igniting the roof.</b> <b>Operators to be familiar with the following:</b> a) what to do if they discover a fire b) how to raise the alarm c) evacuation procedure		
Nature of work:		
Equipment to be used:		
Location:		
Additional Precautions:		
Permit issued to.....of.....		
Valid from.....hrs to.....hrs on.....		
Signed/Time..... Signed/Time.....		
<b>PERMIT CLEARANCE/RETURN</b>		
The above work area has been checked 1 hour after completion of work		
Signed..... Date..... Time .....		
Confirmation of Return of Permit		
Signed ..... Date .....Time .....		

## **Fire Action Procedure.**

### **1. On discovering smoke or a fire:**

- a. Raise the alarm by shouting **Fire, Fire** and activating the nearest break glass call point, making sure that everyone in the vicinity has heard you.
- b. If it is safe for you and you have been trained, use the nearest appropriate fire extinguisher
- c. If the fire extinguisher runs out or the fire continues to grow or the smoke increases, exit by the nearest fire exit, go to the Fire Assembly Point, and report the incident to the person in charge.

### **2. Person in charge – In the event of the fire alarm being raised:**

- a. Ensure that people in the building are, or have evacuated, to the Fire Assembly Point.
- b. Proceed to the Fire Assembly Point and confirm the location and details of the incident.
- c. If flames or smoke has been reported, dial 999 and ask for fire brigade attendance, give the location, post code and phone number.
- d. Confirm that the buildings have been evacuated and carry out a roll call.
- e. Do not allow anyone to return to the building until told that it is safe.
- f. Send someone to the end of the road to meet the fire & rescue service and to direct them to the building concerned.

### **3. Occupants – if the fire alarm is raised:**

- a. Leave the building by the nearest Fire Exit Door ensuring that anyone else in your building is also evacuating and proceed to the Fire Assembly Point for roll call.
- b. Do not stop to collect any personal items and do not return to the building until it is safe.