



Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

- **Farmhouse**
- **Cottage**
- **Den**

THE ANSWERS TO ALL THE QUESTIONS SHOULD BE 'YES' (OR NOT APPLICABLE). IF THE ANSWER TO ANY QUESTION IS 'NO' THEN STEPS SHOULD BE TAKEN TO RECTIFY THE DEFICIENCY AS SOON AS IS PRACTICABLE. WHEN THE WORK IS COMPLETE THE FIRE RISK ASSESSMENT SHOULD BE REVIEWED TO ENSURE THAT THE MEASURES TAKEN HAVE NOT COMPROMISED ANY OTHER PART OF THE PLAN.

| Assessment Date | Next Assessment Date | Responsible Person (print) |
|-----------------|----------------------|----------------------------|
| 01/03/2010 | 01/03/2011 | Mark Rushworth |
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FIRE RISK ASSESSMENT

| | YES | NO | N/A | REMARKS |
|--|-----|----|-----|--|
| STAGE 1 : IDENTIFYING THE FIRE HAZARDS | | | | |
| 1. Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the work place? | √ | | | Gas now contained in large storage tank away from main buildings. |
| 2. Is the system operating effectively? | √ | | | |
| 3. Are all combustible materials and flammable liquids and gases stored safely? | √ | | | |
| 4. Are all heaters fitted with suitable guards and fixed in position away from combustible materials? | √ | | | Guards to prevent heaters being covered. |
| 5. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses? | √ | | | Tested annually last October 2009 |
| 6. Is the wiring of the electrical installation inspected periodically by a competent person? | √ | | | Fixed wiring last tested in Jan 2009.Required again in 2014 |
| 7. Is the use of extension leads and multi point adapters kept to a minimum? | √ | | | |
| 8. Are flexes run in safe places where they will not be damaged? | √ | | | |
| 9. Is the upholstery of furniture in good condition? | √ | | | All upholstery purchased is fire resistant |
| 10. Is the workplace free of rubbish and combustible waste materials? | √ | | | Waste removed to trade bins on regular basis |
| 11. Are buildings designated as No smoking areas? | √ | | | |
| 12. Have suitable measures been taken to protect against the risk of arson? | √ | | | |
| 13. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another? | | √ | | Ceiling to be under-drawn in Shop. Ongoing March 2010 |
| STAGE 2 : IDENTIFYING THE PEOPLE WHO COULD BE AT RISK | | | | |
| 14. Is there sufficient number of exits of suitable width for the people present? | √ | | | |
| 15. Do the exits lead to a place of safety? | √ | | | |
| 16. Are gangways and escape routes free from obstruction? | √ | | | FH yard to be kept free for Emergency Services-users to be advised as required by staff |
| 17. Are the escape routes free from tripping and slipping hazards? | √ | | | Checked weekly together with fire alarm test |
| 18. Are the steps and stairs in a good state of repair? | √ | | | |
| 19. Are final exits always unlocked when the premises are in use? | √ | | | |
| 20. Are the devices securing final exits capable of being opened immediately and easily without the use of a key? | √ | | | Escape ladder required in Den. |
| 21. Are internal fire doors labelled as such and normally kept closed? | √ | | | |

| | YES | NO | N/A | REMARKS |
|---|-----|----|-----|---|
| 22. Are the self closers on doors operating correctly? | √ | | | |
| 23. Do the doors on escape routes open in the direction of travel? | | | √ | |
| 24. Are escape routes clearly signed? | √ | | | |
| 25. Are escape routes adequately lit? | √ | | | |
| 26. Have plans been made and rehearsed regarding assisting staff and visitors to evacuate the premises? | √ | | | Briefing note to users recommends a practice evacuation is carried out |
| STAGE 3 : ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS | | | | |
| 27. Do procedures and practices avoid the use of combustible material or processes that use heat? | √ | | | |
| 28. Has consideration been given to all cost effective measures that could be taken to prevent the occurrence of arson? | √ | | | |
| 29. Have staff been trained in: 1. How to call the fire brigade? 2. Use of the fire extinguishers? 3. Basic fire prevention? | √ | | | |
| 30. Have you asked your insurers for advice regarding the fire protection of your premises? | √ | | | |
| STAGE 4 : CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT | | | | |
| 31. Where escape light is installed is it in working order and maintained regularly? | √ | | | Tested monthly by camp staff and six monthly full service carried out by PROTEC Ltd. |
| 32. Is the fire alarm in working order? | √ | | | |
| 33. Is the fire alarm tested weekly? | √ | | | |
| 34. Can the fire alarm be raised without placing anyone in danger? | √ | | | |
| 35. Are the fire alarm call points clearly visible and unobstructed? | √ | | | |
| 36. Are an adequate number of fire extinguishers/hose reels provided? | √ | | | |
| 37. Are fire extinguishers and fire blankets located suitably and ready for use? | √ | | | |
| 38. Are the fire extinguishers serviced annually by a competent company or person? | √ | | | |
| 39. Is any fixed firefighting installation or automatic fire detection system in working order? | | | √ | |
| STAGE 5 : RECORD THE FINDINGS | | | | |
| 40. If you employ more than five have you recorded the findings of the risk assessment? | √ | | | |
| 41. Have you told your staff or their representatives about the findings? | √ | | | |

| | YES | NO | N/A | REMARKS |
|--|-----|----|-----|--------------------------------|
| 42. If you have prepared a formal report has this been shown to your staff or their representatives? | | | √ | |
| 43. If you share the workplace with others do they know about the risk you have identified? | | | √ | |
| 44. If you do not have direct control over the workplace have you made your findings known to the owner or landlord? | | | √ | |
| STAGE 6 : PREPARE AN EMERGENCY PLAN | | | | |
| 45. Are fire action notices displayed prominently throughout the workplace? | √ | | | |
| 46. Has an emergency plan been drawn up in case of a major fire? | √ | | | |
| 47. Is a copy of the emergency plan kept other than at the workplace? | √ | | | |
| STAGE 7 : CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT | | | | |
| 48. Has a procedure been established to review the fire risk assessment periodically? | √ | | | To be reviewed annually |

Signature: **Mark Rushworth**

Camp Warden

Date: **1st March 2010**

ACTION PLAN

Please detail any fire risk controls that require action to eliminate the risk of fire.

| Improvement Action Required | Action Taken | Person Responsible (Print) | Date Completed |
|--|--|----------------------------|----------------|
| Ceilings to be underdrawn in: Shop and cupboard to be constructed to house Electrical equipment | Joists To be covered with plasterboard and painted <i>work currently in progress</i> | Mark Rushworth | |
| Alternative Means of escape required from upstairs in Den | Escape ladder to be provided & alteration in design of upstairs window as fire exit | Mark Rushworth | |
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