**The Regulatory Reform (Fire Safety) Order 2005**

**Risk Assessment Review.**

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| **1.0 Premises Particulars** | Ockbrook and Borrowash Parish Council  Church Street  Ockbrook  Derby  DE72 3SL |
| **1.1 Use of Premises** | Parish office, Post Office and the hall is hired out for meetings and functions etc |
| **1.2 Date of Initial Risk Assessment** | 27/11/2012 carried out by Erewash Borough Council safety team. |
| **1.3 Date of this Review** | 24/07/2024 |
| **1.4 Latest Review Date** | 24/07/2025 |
| **1.5 Person Carrying out the Risk Assessment** | S Kitchener Clerk and RFO |
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| **2.3 Management Systems** | To comply with the Regulatory Reform (Fire Safety) Order 2005 a risk assessment will be carried out and reviewed at least once every year. The significant findings of the assessment will be recorded, and any deficiencies prioritised and rectified accordingly. |
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| **3.0 General Description of the Premises** | A traditional brick construction with pitched and flat roofs. It comprises:  Main Hall (approx. 40’ x 16’)  Kitchen (including oven, microwave and water urn/boiler)  Office  Storage rooms  Post Office counter  Toilets  Off street car parking |
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| **4.1 Occupancy** | One employee within the premises at any one time, plus the post master plus a maximum of 60 (members of public) at any one time. |
| **4.2 Number of employees** | One office staff |
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| **5.0 Fire Safety Systems within the Premises** |  |
| **5.1 Alarm System** | None installed |
| **5.2 Emergency Lighting** | Maintained and non-maintained 3-hour emergency lighting is provided in some parts of the building. |
| **5.3 Smoke Detection** | Found in some parts of the building |
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| **6.0 Plan Drawing** | Non available |
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| **7.0 Fire Hazards** |  |
| **7.1 Ignition Sources** | Cooking facilities in the kitchen  Electrical equipment and wiring  Arson  Smoking |
| **7.2 Fuel Sources** | Wood, plastic, cardboard etc  Furniture and furnishings |
| **7.3 Control of Fuel and Ignition Sources** | Ignition:   1. Smoking only allowed outside 2. Portable appliance test regime – testing yearly 3. Arson – see secure premises 4. Fuel – rubbish should be removed from all areas daily. |
| **7.4 Structural Features that could Promote the Spread of Fire.** | Wooden floors but the premises have a good degree of structural internal compartmentation. |
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| **8.0 People who could be at a Risk** | Employees  Visitors  Contractors  Members of public |
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| **9.0 Means of Escape** |  |
| **9.1 Horizontal Evacuation** | 4 fire escape routes in the building which are openable without the use of keys where necessary. The exits open in the direction of escape and there are no sliding or revolving doors. The means for securing the exits were found to be satisfactory and travel distances to reach all exits were satisfactory. |
| **9.2 Vertical Evacuation** | N/A single storey |
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| **10.0 Fire Safety Signs and Notices** | All fire exits, fire escape routes, fire assembly point and fire extinguisher points clearly marked. |
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| **11.0 Fire Warning System.** | None installed. Verbal means of raising the alarm. |
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| **12.0 Emergency Lighting** | Emergency lighting maintained and serviced by external contractor. |
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| **13.0 Fire Fighting Equipment** | Adequate number of fire fighting appliances found at designated fire points with usage signs displayed above. Serviced annually. |
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| **14.0 Method of Calling the Fire Brigade.** | After evacuating the building, the responsible person would call the fire brigade by dialling 999. |
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| **15.0 Emergency Action Plan.** | Displayed on the entrance board. |
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| **16.0 Training** | The Clerk has received:  Fire Safety Induction Training.  Fire Safety Refresher Training.  Fire Marshall/Warden Training. |
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| **17.0 Fire Safety Deficiencies to be Rectified** | (A) A system must be in place to communicate to room hirers, all necessary fire precaution measures, evacuation routes and the content of the emergency action plan.  (B) In particular where additional measures are required for the safe and effective evacuation of disabled people in an emergency situation.  (C) If the rear car park gates have to be locked for security reasons, they must be able to be easily opened in an emergency situation.  (D) Employees should receive basic instructions and information on all fire precautionary measures. |
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| **18.0 Significant Finding** | Deficiencies identified – See section 17. |
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| **19.0 Additional Comments** | None |