

West Boathouse



HEALTH & SAFETY SERVICES
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Fire Risk Assessment

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Fire Risk Assessment



West Boathouse
Glasgow Green
Glasgow
G1 5QA

On Behalf Of: Clydesdale Amateur Rowing Club

Compiled By: Andrew Donnelly TechIOSH

Date of Assessment: 23rd September 2022

Date of Issue: 30th September 2022

Contents

1. Introduction

2. Management Overview

3. Detailed Fire Risk Assessment

4. Significant Findings

5. Action Plan

6. Summary of Significant Fire Risks

7. Risk Assessment Matrix

8. Photographs

1. INTRODUCTION

The Fire (Scotland) Act 2005 (as amended) applies in Scotland. It covers “general fire precautions” and other fire safety duties which 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 it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with “The Act” rests with the “person having control to any extent”. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one person in any type of premises with control, all must take all reasonable steps to work with each other.

The ‘person having control must appoint one or more “competent persons” depending on the size and use of your premises, to carry out any of the preventative and protective measures required by “The Act” (you can nominate yourself for this purpose).

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

You must, provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires and how these measures will protect them if a fire breaks out.

You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

You must, before you employ any person under the age of 18, provide a parent with clear and relevant information on the risks to that young person identified by the fire risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to the young person arising from their undertaking.

You must inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about who are nominated as competent persons, and about the fire safety procedures for the premises.

You must co-operate and co-ordinate with other persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.

You must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.

If you are not the employer but have control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire (Scotland) Act are complied with in those parts over which you have control.

You must consider the presence of any dangerous substances and the risk this presents to persons from fire.

You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.

You must provide appropriate information, instruction, and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start to work for you, and from time to time throughout the period they work for you.

You must ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient working order and in good repair.

Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other persons at risk.

Report Orientation

This report has four principle sections. These are:

Introduction and general details

Intended to explain the principles and reasons behind the report, how the report should be viewed and how the findings are quantified and thereafter interpreted.

Management Overview

Is intended to illustrate the overall current status of the property in a simplistic and non-time-consuming manner.

Detailed assessments

A detailed Fire Risk Assessment as required by The Fire (Scotland) Act 2005 (as amended).

Corrective action and recommendations

A detailed explanation into the defects identified and the corrective action(s) and recommendation(s), which should be considered to eliminate or control such defects.

Where applicable supporting digital photographic images are included.

Limitations of the Report

The report only addresses those parts of the property which were accessible at the time of the visit and where access/observation was perceived as being safe to do so.

All recommendations included within this report are solely based upon the evidence seen at the time of our inspection. No assurances can be guaranteed that subsequent inspections/routine visits undertaken by a member of an appropriate enforcing authority (with statutory powers) will not result in other areas of non-compliance being reported.

The purpose of the assessment was to address all applicable statutory requirements as imposed by current Fire Safety Legislation. The assessments are intended to be suitable and sufficient in identifying the risks to employees and other persons who may be affected by the activities undertaken by the owner/occupier at the property.

Review and Monitoring Status

The Fire (Scotland) Act 2005 (as amended) requires employers to review and if necessary, modify their risk assessments. Assessments should not be seen as a one-off activity.

The nature of the works undertaken at the property, the personnel involved the appreciation of hazards and the risks associated must be regularly reviewed.

In accordance with The Fire (Scotland) Act 2005 (as amended) the employer has a duty to review the risk assessment if there are any developments that may suggest that it may no longer be valid (or can be improved, in the event of a recent occurrence).

It is prudent to plan to review risk assessments at regular intervals and therefore the time between reviews being dependent on the nature of the risks and the degree of change likely in the work activity.

Taking into account the significant fire risks and the nature of the business carried on (as seen at the time of our visit) it is subsequently recommended that a review be undertaken on an *annual* basis.

Recommended next review date: 22nd September 2023

2. MANAGEMENT OVERVIEW

Address of Building	West Boathouse Glasgow Green Glasgow G1 5QA
Owner/Occupier/Landlord	Glasgow City Council – Owner Tenants - Clydesdale Amateur Rowing Club Clyde Amateur Rowing Club
Tel No.	
Email Address	f.macintyre@me.com
Principal Property Use	Gym Clubhouse Storage and maintenance of rowing boats
Date of Construction	1905
Number of Floors	2 + Loft
Number of Basements	Ground floor is split between 2 levels
Approximate Floor Area	952sqft
Number of persons frequenting the premises	40-80 Maximum of 100 for special events.
Number of persons using the premises as sleeping accommodation	0

General Description of Building, Construction and Management Overview

The applicable legislation to the building is the Fire (Scotland) Act 2005 (as amended), The Fire Safety (Scotland) Regulations 2006 and the Scottish Government guidance document titled Practical Fire Safety Guidance for Existing Non-Residential Premises

2-storey rectangular block, pitched tile roof; 2 storey inset arches with small-paned glazing. To river, balconies at 1st floor. Original building of timber frame construction with various alterations over the years. Currently undergoing extensive renovation works to modernise the building while retaining as much of the heritage as possible, while increasing accessibility and fire safety standards. The external walls have been cladded with faux render non combustible composite panels.

The premises has been upgraded to include a protected stairwell which serves as the access to the first floor. A wheelchair accessible lift has also been installed. Wall linings in the areas are gyprock plasterboard, wooden floor and staircase are to be treated with fire resistant varnish. New fire alarm and emergency lighting systems were in the process of being installed. Building entrances have been upgraded for accessibility and to provide alternative exit routes on the ground floor.

The premises is currently a construction site and as such only the alterations and services installed at the time are covered in this assessment.

3. DETAILED FIRE RISK ASSESSMENT

Contents

A. Ignition Sources

B. Combustible Materials

C. Prevention and Management

D. Means of Escape

E. Fire Service Operational Facilities

A. Ignition Sources

Electrical & Gas

1	A competent electrical engineer has tested the electrical installation in accordance with the Electricity at Work Regulations 1989 (EAW Regulations).	✓	New electrical system has been installed, in the process of being commissioned and report to be issued by electrician.
2	All portable electrical equipment, including any personal items belonging to members of staff, should be subjected to portable appliance testing (PAT) at appropriate intervals for the type of equipment.	A2	No portable appliances in place as of yet. All portable appliances to be PAT tested before use in the premises.
3	There is a suitable company policy in place to manage the use of personal electrical appliances on the premises.	✓	As above
4	There are suitable limitations in place on the use of trailing leads and multi-adaptors in the premises	✓	No issues noted
5	Wherever possible at the end of each day a nominated person inspects all areas of the workplace to ensure:- a) All electrical appliances not required to be in use are switched off and the plugs removed from the sockets. b) All gas appliances and apparatus not required during outside working hours are shut off.	✓	Fire wardens are to be designated and undergo training to cover this.
6	Battery powered vehicles are recharged in an area which is well ventilated away from any source of ignition and combustible materials	N/A	

Smoking

7	There is a 'no smoking' policy in force in the workplace.	A7	No smoking signage is to be erected at entranceways
8	Smoking areas are provided and equipped with adequate ashtrays which are emptied at the end of the working day.	A8	A suitable smoking area is to be designated and suitable ashtray provided.
9	No evidence was observed of breaches of the 'no smoking' policy.	✓	

Portable Heaters and Heating Installations

10	No portable heaters were found in the workplace. Where heaters were found there was no storage of combustible materials in close proximity.	✓	
11	The heating installations are subjected to regular maintenance.	✓	New boiler installed in loft area.

Cooking & Cleaning

12	At the time of the assessment high risk facilities such as kitchens and laundries were well maintained.	N/A	Kitchen only to include microwave and kettle.
13	At the time of the assessment gas/electric cooking appliances were provided with a supply 'cut off' switch or valve.	N/A	

Wilful Fire Raising (Arson)

14	Adequate measures are in place to secure the premises from Wilful Fire Raising.	✓	Premises to be kept locked at night. Fencing will surround building with locked gates to deter public from accessing the riverside.
15	There was an absence of unnecessary fire load in close proximity to the premises	A15	A bin store is to be designated away from the building for the storage of external waste bins.

Lightning Protection

16	The building is fitted with a lightning protection system compliant with BS EN 62305.	N/A	
17	The lightning protection system is subject to a suitable maintenance regime.	N/A	

Process Hazards

18	Appropriate measures were found to be in place to control the danger from ignition sources that are present within the processes carried out in the premises (i.e. furnaces, mechanical sparks, welding, electric arcing, and naked flames etc.).	✓	No hot works. Any dust generating processes will be carried out externally away from the building.
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Any Other Relevant Information

19			
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B. Combustible Materials

1	Dangerous substances as defined in DSEAR 2002 were found to be safely handled, stored and transported within the premises.	B1	Small amount of flammable chemicals are to be used. These should be stored within a metal cabinet.
2	A DSEAR risk assessment been carried out as required by DSEAR 2002	B2	A DSEAR assessment is still to be carried out.
3	The standard of housekeeping within the premises was satisfactory.	✓	
4	Boiler rooms, electrical/gas intake rooms, lift motor rooms and service cupboards were kept clear of combustible materials.	✓	Service cupboard to be kept clear of combustibles at all times.
5	All curtain fabrics or drapes were found to be inherently non-flammable	N/A	
6	All upholstered furniture situated on escape routes comply with the furniture and furnishings (fire safety) Regulations 1988 as amended in 1989 and 1993.	✓	Various items of furniture have been received as donations. These have been checked for compliance with regulations.
7	Large quantities of raw materials or packaging such as plastic and foam were safely processed or stored within the premises.	N/A	
8	Combustible materials were located sufficiently away from potential ignition sources.	✓	
9	Within kitchens are fat/grease deposits removed regularly from ovens, ranges etc.	N/A	
10	Kitchen extraction ducting is maintained and suitable records kept	N/A	

Any Other Relevant Information

11		N/A	
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C. Prevention & Management

Person having Control

1	Has a representative within the organisation been nominated who can act upon the findings of this report?	✓	Fraser MacIntyre
2	Has a representative within the organisation been nominated who is responsible for the daily management of risk? This includes the following:- <ul style="list-style-type: none"> • Means of escape • Protection systems • Equipment • Housekeeping • Training, etc. 	✓	Nominated fire wardens from both clubs are to undergo training after occupation.
3	Has the organisation nominated a 'person having control' as defined within the Fire (Scotland) Act 2005	✓	

Documentation

4	Is there a company/organisation Fire Safety Policy?	C4	No Fire Policy in place.
5	A fire log book with all the relevant recordings was seen at the time of the assessment.	C5	No Fire log book in place.
6	Written site specific fire evacuation procedures and emergency plans were in place in accordance with the advice provided in the Scottish Executive guidance documents that supports the Fire (Scotland) Act.	✓	These will be held in the fire log book with a fire plan displayed on the wall.

Special Needs/Outside Contractors

7	Are there any special provisions in place for persons at risk including persons employed at, or visiting the premises with physical or sensory disabilities or for young persons, the elderly or those who are non-English speaking?	C7	An EvacChair should be supplied at the top of the stairwell in the protected zone. Fire wardens should be trained in its use.
8	Is there a policy for informing outside contractors of the procedures to take in the event of a fire?	✓	Will be handled with signage.

Structural Precautions and Materials

9	All structural alterations that have been made appear to have received building control and Fire Service approval.	✓	
10	At the time of the assessment there was adequate separation between the assessed premises and adjacent buildings or structures.	N/A	No adjacent structures
11	Internal or external insulated sandwich panels form part of the structure of the building.	N/A	Non-combustible external insulation panels

Fire Alarm System

12	An adequate fire alarm system is provided and maintained in accordance with the provisions of BS 5839 Part 1 2013.	✓	Fire alarm maintenance is to be carried out on a 6 monthly basis.
13	The Fire alarm system provided is automatically linked to a collector station.	✓	Linked to a 24hr ARC.
14	Weekly fire alarm tests are being carried out in accordance with BS 5839 Part 1 2008.	C14	Fire Wardens should carry out weekly fire alarm testing, from a different call point each week.
15	Automatic fire detection is provided to a standard appropriate for the occupancy and fire risk	✓	Automatic detection provided to L1 standard.

Escape Lighting

16	An escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1	✓	Emergency escape lighting is installed throughout the building.
17	Monthly tests of the escape lighting are being carried out by the occupier/owner.	C17	Fire Wardens should carry out monthly testing of emergency lights.

Training

18	Does all staff receive site specific fire awareness training on induction to the company/organisation?	N/A	
19	Do nominated staff receive site specific fire awareness and fire extinguisher training at regular intervals following their induction, by a competent person or reputable organisation?	N/A	
20	Are there sufficient numbers of fire wardens and deputies who are responsible for organising the actions to be taken in the event of a fire?	C20	Clubs are to designate members to undergo Fire Warden training.
21	All the fire wardens and deputies have received training by a competent person or organisation in accordance with the Governments guidance documents.	N/A	As above.
22	Fire evacuation drills are being carried out on a regular basis.	C22	Fire Evacuation drills are to be carried out annually.

Fire Fighting equipment & Fixed Suppression Systems

23	An adequate number of fire extinguishers are provided, properly mounted on wall brackets or in specified floor stands and are maintained in a satisfactory working order in accordance with BSEN3 and BS 5306 Part 3.	C23	Not yet in place. Extinguishers are to be purchased and commissioned.
24	All extinguishers are examined annually by a competent person or organisation with the results clearly marked on each extinguisher.	N/A	As Above
25	An adequate number of fire blankets are provided and positioned in appropriate positions.	N/A	As Above. A fire blanket should be installed in the kitchen area.
26	Hose-reels are provided and appear to be in good working order and have been tested on an annual basis with the results clearly marked on each hose-reel.	N/A	

27	An automatic fire extinguishing or suppression system is provided and appears to be in good working order and maintained and tested.	N/A	
28	A sprinkler system is provided in accordance with BS 5306 Part 2 and the loss prevention council rules and is properly tested and maintained.	N/A	
29	The premises are provided with a rising main which conforms to BS 5306 Part 1.	N/A	

Signage

30	Fire exit signs, general fire notices, staff notices and warning signs such as 'fire door keep locked shut' and 'fire door keep closed' are provided throughout the premises and are in accordance with BS ISO 7010:2011 or the Health and Safety (Safety Signs and Signals) Regulations 1996	C30	The following are yet to be installed: Fire Exit Directional signage External "Fire Exit Keep Clear" signage "Fire Door Keep Shut" signage Fire Action Notices Fire Extinguisher supplemental signage
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Others

31	The premises are provided with a smoke ventilation system which is properly installed, tested and maintained in accordance with BS 7346	N/A	
32	At the time of the assessment extractor fans, ductwork and filters were maintained and regularly cleaned.	✓	New heating and ventilation system installed.
33	At the time of the assessment preventative measures were in place to mitigate the impact from chemical, biological or radiation risks to the environment or community in the event of a fire.	N/A	

Any Other Relevant Information

34			
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D. Means of Escape

General

1	At the time of the assessment the means of escape was adequate, properly distributed and clearly marked with directional signage.	✓	Some directional signage still to be installed
2	At the time of the assessment it was deemed that the travel distances were appropriate to the risk.	✓	On the ground floor where there are 5 exits, no travel distance exceeds 15 metres. On the first floor, no travel distance exceeds 12 metres to reach the protected zone.
3	Has a fire engineered solution been used as compensation for reduced structural fire precautions (i.e. extended travel distances, large volume open spaces, escape staircases not enclosed?)	✓	A protected zone within the building has been designed with a 30 minute fire resistance, allowing persons to evacuate from the first floor down the staircase and out the front door fire exit. This protected zone means a second (external) escape stairwell was not deemed necessary by Building Control, allowing the designers to keep the external look of the building aesthetically original as possible.
4	All corridors, passages and stairs forming the whole or part of the escape route were found to be free of combustible materials and obstructions.	✓	
5	The surfaces of all internal and external routes of escape were maintained to a good standard and regular attention was being given to the clearance of excessive undergrowth or over hanging shrubbery.	✓	
6	Exit routes commencing in an inner room do not pass through more than one other room (access room) and either clear vision panels between the two rooms, or smoke detection (wired into the main alarm panel) is provided in the access room in order that the occupants of the inner room will be aware of any fire affecting the access room.	✓	
7	All wall and ceiling linings on principle escape routes (i.e. corridors, passages and staircases) were found to offer adequate resistance to the spread of flame over their surface.	D7	The premises has a mixture of modern plasterboard linings and original wood panelling. The wood panelling outwith the protected zone is not fire treated and is therefore not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.
8	All ceilings were found to have a minimum of 30 minutes fire resistance where required.	✓	

9	The building was found to have no large uncompartimentalised areas	✓	
10	The building has mezzanine floors which are provided with adequate means of escape and suitable fire protection.	N/A	
11	All fire resisting partitions had a minimum of 30 minutes fire resistance and where false ceilings were fitted extended through to the underside of the floor above.	D11	The ground floor exposed timber frame external wall and general partitions, first floor structure and timber floorboards are not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.
12	All openings in the walls, floors, partitions and ceilings for the passage of service piping, ducts or cables were adequately sealed or bushed using materials affording at least 30 minutes of fire resistance.	✓	Fire stopping was ongoing during inspection.
13	All cupboards, storerooms or rooms containing a high fire risk were constructed or lined throughout with suitable materials to afford a standard of fire resistance of at least 30 minutes.	✓	

Doors

14	All fire resisting doors were found to be fitted with combined heat and smoke seals and were in a satisfactory state of repair.	D14	Doors are still being fitted. It was noted one of the fire doors fitted to the service cupboard underneath the stairs was missing an intumescent smoke seal.
15	All fire resisting doors that were required to be self-closing, close properly onto their rebates and were free from any unapproved means of holding them open.	✓	
16	All doors through which persons may have to pass that were locked or fastened were locked or fastened in such a way that they could be opened easily and immediately without the aid of a key when leaving the premises.	✓	
17	All ultimate exit doors affording a means of escape in the case of a fire opened outwards over a floor level platform at least the width of the door in the open position or a ramp complying with current building regulations.	✓	Exit doors and external exit ramps still to be constructed.

Staircases

18	All internal and external stairs and landings are provided with hand rails and are adequately guarded on any open side.	✓	
19	The external fire escape was protected by having all windows within the specified distance (horizontal distance 1.8 metres, vertical distance above 1.8 metres and vertical distance below 9 metres) fitted with fire resistant glazing to a half hour standard installed in a proprietary system that has been tested successfully to the current BS 476: Part 22 and with frames fixed shut.	N/A	
20	Weather protection was fitted to external staircases which were more than one floor above ground level or contained more than 16 risers.	N/A	
21	All doors giving access to the external staircase, except the top most doors were found to have a fire resistance of 30 minutes and made positively self-closing.	N/A	
22	The premises were found to be fitted with a spiral staircase that was not used by members of the public, not intended to be used by more than 50 able bodied adult members of staff, did not exceed 9 metres in height and was at least 1.5 metres in diameter.	N/A	
23	A fixed vertical ladder was provided for means of escape for use by no more than 10 able bodied adult members of staff only.	N/A	
24	The external staircase appeared to be in a satisfactory state of condition and is inspected on a regular basis by a competent person.	N/A	
25	On those occasions when persons with disabilities or 'special needs' are present within the premises, special arrangements are provided to enable them to leave the building safely in the event of a fire	✓	An EvacChair is to be provided at the top of the stairs.

Any Other Relevant Information

26			
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E. Fire Service Operational Facilities

1	Access to the building was suitable and sufficient for the Fire Service in the event of a fire and they have been requested to visit to formulate their action plan.	✓	
2	Water supplies in the area were found to be adequate.	✓	
3	The building incorporated design or constructional features that could pose a potential risk to fire fighters if it became involved in fire.	N/A	
4	The building was found to be of national importance or international significance (heritage or listed buildings).	✓	Category B listed timber frame building

Any Other Relevant Information

5			
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4. Significant Findings

A2	No portable appliances in place as of yet. All portable appliances to be PAT tested before use in the premises.
A7	No smoking signage is to be erected at entranceways
A8	A suitable smoking area is to be designated and suitable ashtray provided.
A15	A bin store is to be designated away from the building for the storage of external waste bins.
B1	Small amount of flammable chemicals are to be used. These should be stored within a metal cabinet.
B2	A DSEAR assessment is still to be carried out.
C4	No Fire Policy in place.
C5	No Fire log book in place.
C7	An EvacChair should be supplied at the top of the stairwell in the protected zone. Fire wardens should be trained in its use.
C14	Fire Wardens should carry out weekly fire alarm testing, from a different call point each week.
C17	Fire Wardens should carry out monthly testing of emergency lights.
C20	Clubs are to designate members to undergo Fire Warden training.
C22	Fire Evacuation drills are to be carried out annually.
C23	Extinguishers are to be purchased and commissioned.
C30	The following signage is yet to be installed: Fire Exit Directional signage External "Fire Exit Keep Clear" signage "Fire Door Keep Shut" signage Fire Action Notices Fire Extinguisher supplemental signage
D7	The premises has a mixture of modern plasterboard linings and original wood panelling. The wood panelling outwith the protected zone is not fire treated and is therefore not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.
D11	The ground floor exposed timber frame external wall and general partitions, first floor structure and timber floorboards are not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.
D14	It was noted one of the fire doors fitted to the service cupboard underneath the stairs was missing an intumescent smoke seal.

5. Action Plan

Corrective Actions and Recommendations

The following section of this report has been written and formatted to allow the significant findings of our visit to be quantified and categorised in accordance with the illustrated guidance, which can be found within this section.

Each page of this section has a heading which illustrates the following:

RISK FACTOR: **High**

Medium

Low

PRIORITY RATING: Which in turn self generates a time-scale in which the necessary action(s) should be taken to ensure compliance or establish greater management control. For ease of recognition these are illustrated in various coloured text.

RESPONSIBILITY: The person(s) deemed to be ultimately responsible for the property on a day to day basis.

After successfully completing the illustrated remedial works or following the implementation of the additional recommended management control measures, the date(s) when these actions were taken should be entered in the final column - Date of control.

Risk Rating	Key	Hazard	Existing control measures	Recommendations	Action Taken	Date of control	Timescale
	A2	No portable appliances in place as of yet. All portable appliances to be PAT tested before use in the premises.	-	Once the majority of portable electrical appliances for the premises are purchased a competent contractor should be brought in to conduct PAT testing.			1 Month
	A7	No smoking signage is to be erected at entranceways	-	Erect "No Smoking Signage" in entryways.			Prior to occupation and use of the building
	A8	A suitable smoking area is to be designated and suitable ashtray provided.	-	Ensure a suitable area is designated with a method of extinguishing and disposing of cigarette butts.			Prior to occupation and use of the building
	A15	A bin store is to be designated away from the building for the storage of external waste bins.	Bin Store area still to be created.	-			Prior to occupation and use of the building
	B1	Small amount of flammable chemicals are to be used. These should be stored within a metal cabinet.	-	Assess level of flammable liquids to be stored and purchase suitable flammables cabinet.			3 Months
	B2	A DSEAR assessment is still to be carried out.	Template Sent	Complete DSEAR assessment template.			3 Months
	C4	No Fire Policy in place.	Fire Policy template sent.	Policy template to be reviewed, tweaked and implemented.			3 Months
	C5	No Fire log book in place.	Blank Log Book sent.	Fire Log Book should be used to record all fire safety tests and inspections.			3 Months

	C7	An EvacChair should be supplied at the top of the stairwell in the protected zone.	-	EvacChair to be purchased. Fire wardens should be trained in its use.			Immediately
	C14	Fire Wardens should carry out weekly fire alarm testing, from a different call point each week.	-	Test fire alarm system on a weekly basis.			3 Months
	C17	Fire Wardens should carry out monthly testing of emergency lights.	-	Test emergency lighting system on a monthly basis.			3 Months
	C20	Clubs are to designate members to undergo Fire Warden training.	-	Organise Fire Warden training and designate fire wardens who will hold fire safety responsibilities within the organisations.			1 Month
	C22	Fire Evacuation drills are to be carried out annually.	-	Carry out annual fire drill.			3 Months
	C23	Extinguishers are to be purchased and commissioned.	-	<p>“Standard Pair” CO2 and water or foam extinguishers to be provided at manual call points on first floor. On ground floor 2 standard pairs between fire exits on either side of the building. Powder extinguisher to be provided at workbench area. Fire Blanket to be provided in kitchen.</p> <p>Extinguishers must be installed and commissioned by a</p>			Prior to occupation and use of the building.

				competent fire extinguisher engineer.			
	C30	The following signage is yet to be installed: Fire Exit Directional signage External "Fire Exit Keep Clear" signage "Fire Door Keep Shut" signage Fire Action Notices Fire Extinguisher supplemental signage	-	Erect Fire Exit signage internally above all fire exit doors. Fire exit keep clear signage should be placed externally on fire exit doors. All fire doors should have "Fire Door Keep Shut" signage on both sides of the door.			Prior to occupation and use of the building
	D7	The premises has a mixture of modern plasterboard linings and original wood panelling. The wood panelling outwith the protected zone is not fire treated and is therefore not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.	The creation of a protected zone within the building with 30 minutes fire resistance, installation of L1 automatic detection and fire alarm system, emergency lighting, trained fire wardens, a hard limit on occupancy for the premises (100 persons) and a number of other fire safety improvements will offset the risks posed by parts of the structure remaining original. The overall fire safety of the premises has drastically improved from how the building was previously.		-	-	-
	D11	The ground floor exposed timber frame external wall and general partitions, first floor structure and timber floorboards are not up to modern fire resisting standards. It is understood this was accepted by building control who took a pragmatic view with regards to preserving the heritage of the structure.		To manage the risk a proactive approach to fire safety will be taken, limiting occupancy numbers of the premises and managing sources of ignition and sources of fuel.		-	-

	D14	It was noted one of the fire doors fitted to the service cupboard underneath the stairs was missing an intumescent smoke seal.	-	Ensure this is rectified during snagging works.			Immediately
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6. Summary of Significant Risks Identified

The following table shows the total 'significant fire risks' identified during this audit and their 'priority' rating.

Action Plan	Priority Rating	Amount
High	Priority 1	4
Medium	Priority 2	5
Low	Priority 3	9
	Total	18

7. Risk Assessment Matrix

The risk management process applied for this report involves the systematic identification of hazards (as identified in Section 4 of this report), the assessment of resulting risk and the subsequent management of these risks through control and communication.

Thereafter a judgment is made to best evaluate a severity that best illustrates the current status for each hazard illustrated within section 4 of this report, using the following disciplines: **slight harm**, **moderate harm** & **extreme harm**.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either, unlikely, possible, quite possible, likely or very likely. Thereafter a total score is categorized into an overall risk rating.

Risk ratings are thereafter either: **High**, **Medium** or **Low**. Each of these headings generates a priority weighting (1-3) and depending on the rating, this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled).

7.1 Risk Assessment Review

Periodic reviews of fire risk assessments should be undertaken to ensure that conclusions reached in an assessment remain valid. Factors, which affect the probability and consequences of a hazardous event, may change, as may the factors that affect the suitability or cost of the various treatment options.

The responsible person should review the following risk assessments:

- Whenever a significant change in circumstances occurs
- Following an accident or incident
- When deemed necessary

FIRE RISK RATING

LIKELIHOOD OF FIRE OCCURRING					
LOW	Unusually low likelihood of fire as a result of negligible potential sources of ignition				
MEDIUM	Normal fire hazards (e.g. potential fire hazards) for this type of occupancy, with fire hazards generally subject to proper 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.				
Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:					
LOW	<table style="margin: auto; border: none;"> <tr> <td style="width: 20px; height: 20px; border: 1px solid black;"></td> <td style="width: 20px; height: 20px; border: 1px solid black; background-color: #ffc000; text-align: center;">MEDIUM</td> <td style="width: 20px; height: 20px; border: 1px solid black; text-align: center;">✓</td> <td style="width: 20px; height: 20px; border: 1px solid black; background-color: #ff0000; color: white; text-align: center;">HIGH</td> </tr> </table>		MEDIUM	✓	HIGH
	MEDIUM	✓	HIGH		

POTENTIAL CONSEQUENCES OF FIRE					
SLIGHT HARM	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than a person sleeping in a room in which fire occurs).				
MODERATE HARM	Outbreak of fire could foreseeably result in injury (including serious injury) to one or more occupants but it is unlikely to involve multiple fatalities.				
EXTREME HARM	Significant potential for serious injury or death of one or more occupants				
Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:					
LOW	<table style="margin: auto; border: none;"> <tr> <td style="width: 20px; height: 20px; border: 1px solid black; text-align: center;">✓</td> <td style="width: 20px; height: 20px; border: 1px solid black; background-color: #ffc000; text-align: center;">MEDIUM</td> <td style="width: 20px; height: 20px; border: 1px solid black;"></td> <td style="width: 20px; height: 20px; border: 1px solid black; background-color: #ff0000; color: white; text-align: center;">HIGH</td> </tr> </table>	✓	MEDIUM		HIGH
✓	MEDIUM		HIGH		

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

Applying the above risk rating matrix, the risk of life from fire within the named premises is:									
TRIVIAL		TOLERABLE	✓	MODERATE		SUBSTANTIAL		INTOLERABLE	