



HOLYBROOK COUNCIL

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Beansheaf Centre Fire Risk Assessment

How to complete a Fire Risk Assessment: Beansheaf Centre

A comprehensive fire risk assessment for a community building is essential to ensure the safety of occupants, protect property, and comply with fire safety legislation.

This assessment evaluates fire hazards, assesses risks, and outlines measures to mitigate those risks. Below is a step-by-step outline for conducting a thorough fire risk assessment for a community building.

Step 1: Identify Potential Fire Hazards

Understanding the sources of ignition, fuel, and oxygen is the first step in identifying fire hazards.

1.1. Sources of Ignition:

- Electrical appliances (heaters, cookers, office equipment)
- Lighting equipment (overheated bulbs, lighting fixtures)
- Portable heating devices (space heaters)
- Open flames (candles, kitchen stoves, BBQs in recreational areas)
- Smoking areas or discarded cigarette butts
- Arson risks (unsecured areas around the building)

1.2. Sources of Fuel:

- Flammable materials (paper, furniture, curtains, wooden structures)
- Stored chemicals or cleaning agents
- Rubbish or debris (waste materials inside or outside the building)
- Kitchen oils (if applicable to community buildings with kitchens)
- Fuel tanks (heating oil, propane)

1.3. Sources of Oxygen:

- Natural ventilation (windows, doors)
 - Mechanical ventilation systems
 - Oxygen supplies (medical use in health or first-aid rooms)
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Step 2: Identify People at Risk

It's important to consider who may be at risk in case of a fire.

2.1. Occupants of the Building:

- Regular occupants (staff, volunteers, community members)
- Visitors (occasional attendees, contractors, maintenance personnel)
- Children, elderly, or disabled individuals (may need additional evacuation support)

2.2. Location-Based Risks:

- People located in areas with limited escape routes (basements, upper floors)
- People using areas with higher fire risks (kitchen, storage rooms)

2.3. Vulnerable Groups:

- Disabled individuals (those requiring assistance in case of evacuation)
 - Elderly occupants (who may struggle with fast movement)
 - Children (schools or daycare facilities)
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Step 3: Evaluate, Remove, or Reduce the Risks

3.1. Evaluate the Risks:

- **Fire Propagation:** Consider how a fire might spread and how fast. Identify areas where a fire could start and quickly grow (e.g., kitchens, storerooms, areas with flammable materials).
- **Escape Routes:** Check that all escape routes are clear, well-marked, and accessible. Ensure that fire doors are functioning properly.

3.2. Risk Reduction Measures:

- **Electrical Safety:** Implement regular maintenance of electrical systems to prevent malfunction. Install circuit breakers and ensure proper wiring.
- **Arson Prevention:** Ensure that entrances are secured and areas prone to arson, such as waste storage, are monitored and cleared regularly.
- **Housekeeping:** Remove unnecessary flammable materials and ensure proper storage of hazardous substances. Keep escape routes clear at all times.
- **Fireproof Materials:** Use fire-resistant materials for curtains, furnishings, and wall coverings.

3.3. Install and Maintain Fire Safety Equipment:

- **Fire Extinguishers:** Ensure appropriate types (e.g., water, CO2, foam) are placed in strategic locations and are regularly inspected.
- **Fire Alarms:** Install alarms and smoke detectors in critical areas such as corridors, stairways, and communal spaces. Conduct routine testing and maintenance.

- **Emergency Lighting:** Provide emergency lighting for exit routes in case of a power failure.

3.4. Safe Evacuation and Signage:

- Install clear and visible signage indicating fire exits, fire alarm points, and assembly points.
 - Ensure all escape routes lead to a designated safe area and are accessible for people with disabilities.
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Step 4: Record, Plan, and Train

4.1. Document the Fire Risk Assessment:

- Maintain a detailed record of identified hazards, the risks they pose, and the measures taken to reduce them.
- Create a fire safety plan that includes evacuation procedures and responsibilities of staff members.

4.2. Develop an Emergency Plan:

- **Evacuation Procedures:** Outline clear evacuation routes and designate fire wardens to assist in managing the evacuation.
- **Meeting Points:** Establish safe outdoor assembly points where occupants can gather after evacuation.
- **Alarm System:** Define who is responsible for activating the alarm and calling the fire brigade.

4.3. Training and Drills:

- **Fire Wardens:** Assign and train fire wardens to assist with evacuations.
 - **Staff and Occupants:** Conduct regular fire safety training and emergency evacuation drills to ensure that everyone knows what to do in an emergency.
 - **Emergency Services Liaison:** Ensure that local fire services have up-to-date information about the building layout, hazards, and access points.
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Step 5: Review and Revise

Fire risk assessments should be reviewed regularly or after any significant changes to the building or occupancy.

5.1. Regular Reviews:

- Conduct formal reviews annually or at more frequent intervals if the building is at higher risk (e.g., kitchens, crowded spaces).
- Update the assessment when there are changes in building use, occupancy, or after any incident or near miss.

5.2. Monitor Fire Safety Equipment:

- Schedule regular checks of fire alarms, emergency lighting, and extinguishers to ensure they remain functional.
 - Record all checks, maintenance activities, and test results.
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Appendix: Additional Safety Considerations

Special Use Areas:

- **Kitchen:** Ensure fire blankets, extinguishers for grease fires, and smoke detectors are installed. Educate kitchen staff about fire safety protocols.
- **Meeting Rooms:** Avoid blocking exits with furniture and ensure that all exits remain accessible.
- **Storage Areas:** Properly store flammable materials in fireproof cabinets. Ensure good ventilation to reduce the risk of combustion.

Fire Risk Assessment: Beansheaf Centre

The risk scores: using a risk matrix based on 'likelihood' and 'severity' will help to prioritise hazards and determine the most critical risks that need addressing. Each hazard is given a score for:

- **Likelihood:** The probability of the hazard leading to a fire.
- **Severity:** The potential impact or consequences if the fire occurs.

A scale from **1 to 5** is used for likelihood and severity:

- **Likelihood:**
 - 1 = Very Unlikely
 - 2 = Unlikely
 - 3 = Possible
 - 4 = Likely
 - 5 = Very Likely
- **Severity:**
 - 1 = Negligible (Minor injuries, no significant damage)
 - 2 = Minor (Non-life-threatening injuries, minor damage)
 - 3 = Moderate (Injuries requiring medical attention, moderate damage)
 - 4 = Major (Life-threatening injuries, significant damage)
 - 5 = Catastrophic (Multiple fatalities, building destroyed)

Risk Rating: calculated by multiplying Likelihood × Severity. This results in a risk score of between 1 and 25.

- **1–4:** Low Risk (Monitor, but no immediate action needed)

- **5–9:** Medium Risk (Mitigate where possible)
- **10–16:** High Risk (Action required soon)
- **17–25:** Critical Risk (Immediate action required)

Fire Risk Assessment with Risk Scores:

No.	Hazard	Description	Likelihood	Severity	Risk Score	Risk Level	Action Required
1	Electrical Appliances and Overloading Circuits	Overloaded circuits or faulty electrical appliances in communal areas.	3 (Possible)	4 (Major)	12	High Risk	<ul style="list-style-type: none"> - Regular PAT testing of electrical equipment. - Install circuit breakers and use surge protection devices. - Train staff on safe use of electrical equipment.
2	Cooking in the Community Kitchen	Fire due to cooking activities in the kitchen (oil fires, unattended cooking, etc.).	3 (Possible)	3 (Moderate)	9	Medium Risk	None identified beyond existing measures.
3	Flammable Materials in Storage Areas	Accumulation of flammable materials (paper, cleaning agents, fabrics) in storage rooms.	3 (Possible)	4 (Major)	12	High Risk	<ul style="list-style-type: none"> - Ensure proper storage of flammable materials in designated, well-ventilated areas. - Implement a regular cleaning and decluttering schedule for storage areas.
4	Smoking	Improper disposal of cigarette butts near the building.	2 (Unlikely)	3 (Moderate)	6	Medium Risk	None identified beyond existing measures.
5	Arson (Unsecured Access to the Building)	Unauthorised access leading to potential arson.	2 (Unlikely)	5 (Catastrophic)	10	High Risk	None identified beyond existing measures.
6	Fire Doors Blocked or Malfunctioning	Fire doors being propped open, blocked, or not functioning correctly.	4 (Possible)	5 (Catastrophic)	20	Critical Risk	<ul style="list-style-type: none"> - Regularly inspect and maintain fire doors.

No.	Hazard	Description	Likelihood	Severity	Risk Score	Risk Level	Action Required
							- Educate occupants on the importance of keeping fire doors closed and unobstructed.
7	Lack of Emergency Lighting in Escape Routes	Inadequate or faulty emergency lighting in escape routes.	2 (Unlikely)	4 (Major)	8	Medium Risk	<ul style="list-style-type: none"> - Regularly test emergency lighting systems. - Replace faulty lights and ensure escape routes are clearly marked and illuminated. - Conduct routine maintenance and record results.
8	Vulnerable People Without Evacuation Assistance (PEEPs)	Lack of Personal Emergency Evacuation Plans (PEEPs) for vulnerable occupants (elderly, disabled, etc.).	5 (Highly likely)	4 (Major)	20	Critical Risk	<ul style="list-style-type: none"> - Ensure that designated areas for evacuation (safe refuges) are available and accessible. - High risk due to lack of specialist equipment, especially in The Keep.