

Fire Risk Assessment

Person having control of the premises: Chairman of Guidewoods Management Committee

- Doreen Longhurst

Address of premises: Woodland Lodge

Guidewoods

Bullwood Approach

Hockley

Essex

Assessors: Jackie Cole and Doreen Longhurst

Date of Fire Risk Assessment: September 2018

Suggested Date for Review: Annually

General Information

1. The Premises

1. Number of floors: 1
2. Approximate floor area: 263m²
3. Brief details of construction: Timber frame, concrete cladding, concrete tiled roof
4. Use of premises: Residential holidays, trainings, one day and evening events.

2. The Occupants

2.1 Approximate maximum number: 32 residential in the house

60 one day/evening events

50 outside

Correct ratios of adults to children are adhered to.

3. Occupants Especially At Risk From Fire

3.1.Sleeping occupants: Up to 32

3.2.Disabled occupants: Up to 8

4. Fire Loss Experience

None

5. Other Relevant Information

Passed fire inspection June 2018

6. Relevant Fire Safety Legislation

Passed Fire Safety Inspection June 2016

Fire Hazards and their Elimination or Control

7	Electrical Sources of Ignition	
7.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
7.2	More specifically: Fixed installation periodically inspected and tested? Portable appliance testing carried out? Suitable policy regarding the use of personal electrical appliances? Suitable limitation of trailing leads and adapters?	Yes Yes No Yes
7.3	Comments: Fixed installation and portable appliances tested annually in February.	
8	Smoking	
8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2	More specifically: Smoking prohibited in the building? Smoking prohibited in appropriate areas? Suitable arrangements for those who wish to smoke? This policy appeared to be observed at the time of inspection?	Yes Yes No Yes
8.3	Comments: Smoking is not permitted in the building. People who wish to smoke have to smoke outside, but smoking anywhere on the site is not encouraged.	
9	Arson	
9.1	Does basic security against arson by outsiders appear reasonable?	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.3	Comments: Leaves are regularly swept away from around the house. Rubbish is taken away by people who stay at the house.	
10	Portable Heaters and Heating Installations	
10.1	Is the use of portable heaters avoided as far as practicable?	Yes
10.2	(Portable heaters are not used)	N/A

10.3	Are fixed heating installations subject to regular maintenance?	No
10.4	Comments: Fixed heating is a heat exchanger.	
11	Cooking	
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.2	More specifically: Filters changed and ductwork cleaned regularly? Suitable extinguishing appliances available?	Yes Yes
12	Lightning	
12.1	Does the building have a lightning protection system?	No
13	Housekeeping	
13.1	Is the standard of housekeeping adequate?	Yes
13.2	More specifically: Combustible materials appear to be separated from ignition sources? Avoidance of unnecessary accumulation of combustible materials or waste? Appropriate storage of hazardous materials? Avoidance of inappropriate storage of combustible materials?	Yes Yes N/A Yes
13.3	Comments: All rubbish is taken away every time someone uses the building.	
14	Hazards Introduced By Outside Contractors And Building Works	N/A
15	Dangerous Substances	N/A
16	Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact On General Fire Precautions	None

Fire Protection Measures

17	Means of Escape From Fire	
17.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes
17.2	<p>More specifically:</p> <p>Adequate design of escape routes?</p> <p>Adequate provision of exits?</p> <p>Exits easily and immediately openable where necessary?</p> <p>Fire exits open in direction of escape where necessary?</p> <p>Avoidance of sliding or revolving doors as fire exits where necessary?</p> <p>Satisfactory means of securing exits?</p> <p>Reasonable distances of travel:</p> <ul style="list-style-type: none"> • Where there is a single direction of travel • Where there are alternative means of escape <p>Suitable protection of escape routes?</p> <p>Suitable fire precautions for all inner rooms?</p> <p>Escape routes unobstructed?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
17.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes
17.4	<p>Comments:</p> <p>There are notices around the building explaining that fire exits must be kept clear. Escape notices are also in each sleeping room and the main hall. All exits are at ground level, with slopes where necessary, for disabled people.</p>	
18	Measures To Limit Fire Spread And Development	
18.1	<p>It is considered that there is:</p> <ul style="list-style-type: none"> • Compartmentation of a reasonable standard • Reasonable limitation of linings that might promote fire spread. 	<p>Yes</p> <p>Yes</p>
18.2	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	Yes
19	Emergency Escape Lighting	
19.1	Reasonable standard of emergency escape lighting system provided?	Yes
20	Fire Safety Signs And Notices	

20.1	Reasonable standard of fire safety signs and notices	Yes
21	Means Of Giving Warning In Case Of Fire	
21.1	Reasonable manually operated electrical fire alarm system provided?	No
21.2	Automatic fire detection provided?	Yes - throughout the building
21.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes
21.4	Remote transmission of alarm signals?	No
21.5	Comments: Fire alarm system tested every February (ACE Fire Protection/Reliance)	
22	Manual Fire Extinguishing Appliances	
22.1	Reasonable provision of portable fire extinguishers?	Yes
22.2	Hose reels provided?	No
22.3	Are all fire extinguishing appliances readily accessible?	Yes
22.4	Comments: Fire extinguishers tested every February. Everything replaced every ten years.	
23	Relevant Automatic Fire Extinguishing Systems	None
24	Other Relevant Fixed Systems And Equipment	None

Management of Fire Safety

25	Procedures and Arrangements	
25.1	Fire safety is managed by the chairman of the Guidewoods Management Committee, which at present is Doreen Longhurst, together with the person in charge of any group staying in Woodland Lodge.	
25.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
25.3	Is there a suitable record of the fire safety arrangements? Comments: All fire safety documentation and records are kept in white ring binders with risk assessments with Chairman of Guidewoods Committee.	Yes
25.4	Appropriate fire procedures in place? More specifically: Are procedures in the event of a fire appropriate and properly documented? Are there suitable arrangements for summoning the fire and rescue service? Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? Are there suitable arrangements for ensuring that the premises have been evacuated? Is there a suitable fire assembly point(s)? Are there adequate procedures for evacuation of any disabled people who are likely to be present? Comments: All this information is in the information folders in Woodland Lodge (one in the kitchen, one in the main hall). It will also be available on the Guidewoods website, part of ESE website, for people to access before they arrive. Hard copies are available on request from Booking Secretary. Keys for the loft compartments are in the fire alarm case, together with floor plan and fire alarm zones for the fire crews.	Yes Yes Yes Yes Yes Yes Yes
25.5	Persons nominated and trained to use fire extinguishing appliances? Comments: This is not applicable as the building is hired out to different people.	N/A

25.6	Persons nominated and trained to assist with evacuation, including evacuation of disabled people? Comments: This is not applicable as the building is hired out to different people.	N/A
25.7	Appropriate liaison with fire and rescue services (E.g. by fire and rescue service crews visiting for familiarisation visits)?	Yes
25.8	Routine in-house inspections of fire precautions?	Yes
26	Training And Drills	
26.1	Are all staff given adequate fire safety instruction and training on induction? Comments: Notices in house about fire safety. Reminders about carrying out fire drills.	Yes
26.2	Are all staff given adequate periodic “refresher training” at suitable intervals? Comments: Not applicable due to use of premises i.e. different people hiring the building.	N/A
26.3	Does all staff training provide information, instruction or training on the following: <ul style="list-style-type: none"> • Fire risks in the premises? • The fire safety measures in the building? • Action in the event of a fire? • Action on hearing the fire alarm signal? • Method of operation of manual call points? • Location and use of fire extinguishers? • Means of summoning the fire and rescue services? • Identity of persons nominated to assist with evacuation? • Identity of persons nominated to use fire extinguishing appliances? Comments: All information in Woodlands Lodge on signs and in Information Folders.	Yes Yes Yes Yes Yes Yes Yes N/A N/A
26.4	Are staff with special responsibilities given additional training?	N/A

26.5	Are fire drills carried out at appropriate intervals? Comments: Fire drills are required to be carried out by all residential users of Woodland Lodge as soon as is reasonably possible. All day and evening users are required to familiarise themselves with the fire safety information and know where fire exits are and the fire assembly points are.	Yes
27	Testing And Maintenance	
27.1	Adequate maintenance of the premises?	Yes
27.2	Weekly testing and periodic servicing of fire detection and alarm system? Comments: Alarm system is annually tested and serviced every February. We test alarm system weekly and record in log.	
27.3	Annual testing routines for emergency escape lighting? Comments: Tested each February. After meeting with Fire Safety Officer in July 2011, we test emergency lighting system monthly and record in log.	Yes
27.4	Annual maintenance of fire extinguishing appliances? Comments: Tested every February.	Yes
27.5	Periodic inspection of external escape routes?	Yes
27.6	Six monthly inspection and annual testing of rising mains?	N/A
27.7	Testing and inspection of fire fighting lifts?	N/A
27.8	Testing and inspection of sprinkler installations?	N/A
27.9	Routine checks of final exit doors and/or security fastenings? Comments: In constant use.	Yes
27.10	Annual inspection of lightning protection system?	N/A
28	Records	

28.1	<p>Appropriate records of:</p> <ul style="list-style-type: none"> • Fire drills? • Fire Training? • Fire alarm tests? • Emergency escape lighting? • Maintenance and testing of other fire protection systems? <p>Comments: All records kept in white ring binder with risk assessments with Chairman of Guidewoods Management Committee.</p>	<p>Records of people staying but not fire drills. N/A Yes Yes Yes</p>
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Fire Risk Assessment

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:

MEDIUM

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of a fire would be:

SLIGHT HARM

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

TOLERABLE