



Rickmansworth Waterways Trust
Fire Risk Assessment for Batchworth
Facilities

Document Number R02

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Contents

<u>Part 1:</u>	Page
General Description of Premises	3
<u>Part 2:</u>	
Fire Safety Review Check Lists: Canal Centre and Workshop	5 - 11
Fire Safety Review Check Lists – Education Centre	12 - 18
<u>Part 3:</u>	
Fire Emergency Plan: Canal Centre	19
Fire Emergency Plan: Education Centre	20 - 21
<u>Part 4:</u>	
Fire Risk Assessment: Canal Centre	23 - 24
Prep Room & Workshop	25 - 26
Education Centre	27 - 28
Appendix 1 – Example form for Record of Inspections and Checks	29
Appendix 2 – List of Fire Prevention related equipment	30

Address of Premises: -

Batchworth Lock Canal Centre
Batchworth Lock House
99, Church Street
Rickmansworth
Herts WD3 1JJ

Batchworth Lock Education Centre
101, Church Street
Rickmansworth
Herts WD3 1JJ

Review conducted by Fabian Hiscock and Mark Saxon 24th Jan 2019

Part 1

General Description of the premises

99, Church Street is a set of offices separately occupied by 3 businesses and the Batchworth Lock Canal Centre. The building dates from the early 19th Century, and has been much modified over the years. Mains electricity is supplied to all the offices. Gas is supplied to one of the offices within the building but there is no gas on the premises occupied by the Trust. The electricity supply to the Canal Centre is through a modern RCD unit, and feeds off to the nearby small catering unit to an external power socket.

The Lock Centre, a single room accessed through a lobby which also gives access to the small toilet, is primarily a Visitor and Information Centre, with a small shop selling books, maps and other similar items. It is routinely manned by volunteers, often present alone.

There is a computer, telephone, portable radio, a card machine and fixed lighting: a kettle used for making drinks, two modern ice cream freezers and a small drinks cooling fridge are also kept in the room. There is a single electric space heater.

In the toilet, there are two light fittings and a small electric space heater as well as a small electric point-of-use water heater boiler for hand washing. An overhead storage rack holds toiletry supplies. CO₂ and Foam fire extinguishers are provided.

A small lean-to shed at the end of the building acts as a general store, and its contents include small amounts of paint and other material related to painting, e.g. white spirit.

On the other side of the canal the Trust has the use, shared with Canal and River Trust, of a workshop/store, part of which is a room (the "Prep Room") which also contains a divided-off frozen-food storage room occupied by the proprietors of the Cafe.

The Prep Room is a general store for (mainly) timber material used annually for the Festival. The power supply to the building is also through a modern RCD fed by a 'landlord' meter installed in October 2018 placed on the outside wall of the adjacent education centre. The lighting and other sockets are in working order.

The workshop, a single space of brick construction with slated roof, dates from the 19th Century and is itself attached to a small house, privately owned. The whole building is a single space owned by Canal and River Trust, with RWT permitted to use it. It includes a steel cupboard used as a store for paints and solvents. It has a mains power supply and mains water, and a single point-of-use water heater, but no gas.

The main building on this side of the canal is the Education Centre, wholly owned by the Trust on land leased from Three Rivers District Council. This new (Autumn 2018) building, on a concrete



Rickmansworth Waterways Trust Fire Risk Assessment for Batchworth Facilities



raft, is of timber construction roofed in a synthetic slate, and has mains utilities but no gas. It includes a small kitchenette, an office, two store rooms and a toilet area, and has two areas of overhead storage. The main part of the building is a large classroom/meeting room. CO2 and Foam fire extinguishers are provided.

The fire escape doors (three) to this building are prevented by their construction from opening outwards, and are usually locked as security access doors. The management regime for opening and securing them is described in the Fire Emergency Plan for the building.

All areas owned or used by the Trust are designated No Smoking.

The Trust also has three boats, but fire prevention there is covered by the Boat Safety Scheme and is not included in this review.

Part 2 General Review Check Lists - Canal Centre and Workshop

Ref: Regulatory Reform (Fire Safety) Order 2005

General arrangements

1. Has a Fire Risk Assessment been carried out?	Yes
2. Has it been properly recorded?	Yes
3. Is it available to staff, volunteers and public?	Yes
4. Have the necessary mitigations been made?	Yes
5. Are staff and volunteers trained in their roles and responsibilities in case of fire? (see note)	Yes
6. Are there arrangements in place to ensure that the Assessment is reviewed at appropriate intervals, or when the nature of the fire risk changes?	Yes
7. Is there any exchange of information on fire safety with the other occupants of the building? (see note)	Yes
8. Is the policy for preventing Fire adequately covered in the Trust's policy statements?	Yes
9. Is there a record of the conduct of Fire Risk Assessments and Reviews, and of staff training and briefing?	Yes
10. Is a copy of the Fire Emergency Plan kept at a remote location away from the Canal Centre? (see Note)	Yes

Notes and Actions Required:

5. Regular briefings to relevant staff and volunteers are held and we have a contracted supplier of the firefighting equipment, Complete Fire Protection of Tolpits Lane, Watford.

7. Copies of this Assessment have been offered to the other occupants of 99 Church Street and to Canal and River Trust.

10. A copy of the Plan for the Canal Centre is kept in the Education Centre, and of that for the Education Centre in the Canal Centre.

Fire Prevention – General

1. Are there large quantities of combustible or flammable materials, liquids or gases on the premises? (see note)	No
2. Is there a system for controlling such materials?	N/a
3. Are they kept appropriately, in designated containers?	Yes
4. Is waste collected and removed regularly?	Yes
5. Are “No Smoking” areas correctly designated? (see note)	Yes
6. Does the Risk Assessment show any operations leading to increased fire risk?	No
7. Is upholstered furniture in good condition, and meeting the current fire resistance requirements?	Yes
8. When the premises are vacated, are they checked for fire risks and that all appliances are switched off?	Yes
9. Have the staff (including volunteers) received a level of instruction and fire awareness appropriate to their role? (see note)	Yes
10. Are staff (including volunteers) encouraged to report fire hazards which they may see?	Yes
11. Are any fire resistant doors (“fire doors”) fitted?	No
12. Are all internal doors closed at night?	Yes
13. Is there a permit to work system in place to govern contractor work on electrical systems?	See note

Notes and Actions Required:

1. Some items for the daily upkeep of our trip boat are kept in an outside store shed, but they are not flammable. A rack above the toilet is used to house paper towels etc.

5. The single room is wholly ‘No Smoking’.

9. Regular briefings to relevant staff and volunteers are held and we have a contracted supplier of the firefighting equipment, Complete Fire Protection of Tolpits Lane, Watford.

13. None is routinely done. If any were required it would be under the Landlord’s approval, and an appropriate contractor would be engaged.

Fire Prevention – Electrical installations and appliances
Ref: Electricity at Work Regulations 1989.

1. Is the 5-yearly check of the electrical system in date?	Yes
2. Are the arrangements for power supply around the buildings appropriate?	Yes
3. If the last inspection showed that work is required, has this been done?	N/A
4. Are there appropriate records showing the presence, testing requirements and dates of testing of portable electrical equipment? (see note)	Yes
5. Are extension leads used correctly – only when required, as short as possible, in good condition?	Yes
6. Is there any evidence of overloading of electrical circuits?	No
7. Is electrical equipment (especially lamps and heaters) kept well away from combustible materials?	Yes
8. Are staff, including volunteers, aware of the requirement for electrical repairs and installations to be done only by qualified people?	Yes

Notes and Actions Required:

4. PAT testing is currently done by a trained contractor/volunteer

Fire Prevention – Heating and Cooking Appliances

1. Are there any gas-fuelled heaters or cooking appliances?	No
2. Are all heaters (electrical or gas) safe – securely secured, checked for safety, suitable guarded, with adequate space around?	Yes
3. If there are cooking appliances, are they securely fixed and used only for that purpose?	N/a

Building Construction

1. In the Canal Centre, are there any openings to adjacent offices?	No
2. If yes, are they fitted with an appropriate fire and smoke barrier?	N/A
3. In the Prep Room, is there an effective barrier between the room and the Canal & River Trust store of which it is part?	See Note
4. Is there any installed equipment for which a statutory test regime is required (if so, note details below)?	No

Notes and Actions Required:

3. The barrier is wooden partitioning and a Perspex ceiling, which cannot be assumed to have any effect. The whole building is assumed to be one space.

Escape Facilities

1. Is the fire exit sufficient (and wide enough) to allow all the people in the Canal Centre, including any disabled people, to escape within 1 minute?	Yes
2. Does the Fire Exit lead to a safe area, in good condition, from which the assembly point can be reached safely?	Yes
3. Is the muster point known and promulgated?	Yes
4. Is the fire exit readily accessible and open whenever the room is occupied?	Yes
5. Is the location of the fire exit clearly marked?	Yes
6. Do all doors on the escape route open in the direction of travel?	Yes
7. Is the escape route adequately lit when the Centre is occupied?	Yes
8. Is adequate emergency lighting provided?	Yes
9. If so, is it in working order and in date for test?	Yes

Notes and Actions Required:

Fire Response and Emergency Evacuation

1. Is there a clear instruction on actions, including evacuation, to be taken in event of fire in any part of the building, not just the Canal Centre?	Yes
2. Are staff, including volunteers, aware of their responsibilities, in particular to call the Fire Brigade for any fire, no matter how small?	Yes
3. Is there a Fire Action notice displayed in the Canal Centre?	Yes
4. Is the assembly area clear of where the Fire Brigade will need to deploy to attend to the fire?	Yes
5. Are emergency evacuation drills carried out, to demonstrate and test the procedure?	See Note

5. The users of the Canal Centre are highly peripatetic, and in any case small in number. It is not believed that an evacuation drill is a valid test of our very simple system. If one were conducted by other occupants of the building, we would of course join in.

Fire Detection and Alarm systems

1. Is a fire alarm system or fire detection system installed in the building?	Yes
2. If so, is it tested?	Yes
3. Is there a call point by the door?	Yes
4. Is there any system in the Prep Room?	No

Notes and Actions Required:

Fire Fighting Equipment

1. Is there adequate provision of first aid firefighting equipment, taking account of the assessed fire risk?	Yes
2. Are all portable extinguishers securely positioned, readily accessible and seen, and not obstructed?	Yes
3. Are the extinguishers in date for test/inspection?	Yes

Notices and Signs

1. If there are fire doors, are they marked "Fire Door Keep Closed"?	N/A
2. Is the exit marked with a clear pictogram sign?	Yes

Fire Service Facilities and Liaison

1. Is there adequate access to the site for the Fire Service to attend a fire in the Canal Centre?	Yes
2. Is the location of fire hydrants known? Are they accessible?	See Note
3. Is the Fire Service familiar with the Canal Centre?	See note

Notes and Actions Required

2. The main source of water for this location is the canal, with the River Chess also available.
3. Herts Fire and Rescue Service are aware of the location etc of the Canal Centre, but have not made a dedicated visit.

Part 2 General Review Check Lists – Education Centre

Ref: Regulatory Reform (Fire Safety) Order 2005

General arrangements

1. Has an appropriate Fire Risk Assessment been carried out?	Yes
2. Has it been properly recorded?	Yes
3. Is it available to staff, volunteers and public (especially client schools)?	Yes
4. Have the necessary mitigations been made?	Yes
5. Are staff and volunteers trained in their roles and responsibilities in case of fire? (see note)	Yes
6. Are there arrangements in place to ensure that the Assessment is reviewed at appropriate intervals, or when the nature of the fire risk changes?	Yes
7. Is there any exchange of information on fire safety with the other occupants of the building?	N/A
8. Is the policy for preventing Fire adequately covered in the Trust's policy statements?	Yes
9. Is there a record of the conduct of Fire Risk Assessments and Reviews, and of staff training and briefing?	Yes
10. Is a copy of the Fire Emergency Plan kept at a remote location away from the Education Centre? (see Note)	Yes

Notes and Actions Required:

5. Regular briefings to relevant staff and volunteers are held and we have a contracted supplier of the firefighting equipment, Complete Fire Protection of Tolpits Lane, Watford.

10. A copy of the Fire Emergency Plan for the Education Centre is kept in the Canal Centre.

Fire Prevention – General

1. Are there quantities of combustible or flammable materials, liquids or gases on the premises?	No
2. Is there a system for controlling such materials?	See note
3. Are they kept appropriately, in designated containers?	N/a
4. Is waste collected and removed regularly?	Yes
5. Does the Risk Assessment show any operations leading to increased fire risk?	No
6. Is upholstered furniture in good condition, and meeting the current fire resistance requirements?	Yes
7. When the premises are vacated, are they checked for fire risks and that all appliances are switched off?	Yes
8. Have the staff (including volunteers) received a level of instruction and fire awareness appropriate to their role?	See note
9. Are staff (including volunteers) encouraged to report fire hazards which they may see?	Yes
10. Are any fire resistant doors ('fire doors') fitted?	No
11. Are all internal doors closed at night?	Yes
12. Is there a permit to work system in place to govern contractor work on electrical systems?	See note

Notes and Actions Required:

2. The rule is simple, in that no flammables or solvents are to be stored in the Education Centre building other than household aerosol products.

8. A briefing to relevant staff and volunteers is being arranged with the contracted supplier of the first aid firefighting equipment, Complete Fire Protection of Tolpits Lane, Watford.

12. The building is electrically simple. If such work was required the requirements for its safe conduct will be discussed with the contractor.

Fire Prevention – Electrical installations and appliances
Ref: Electricity at Work Regulations 1989.

1. Is the 5-yearly check of the electrical system in date?	11/18
2. Are the arrangements for power supply around the building appropriate?	Yes
3. If the last inspection showed that work is required, has this been done?	N/A
4. Are there appropriate records showing the presence, testing requirements and dates of testing of portable electrical equipment?	Yes
5. Are extension leads used correctly – only when required, as short as possible, in good condition?	Yes
6. Is there any evidence of overloading of electrical circuits?	No
7. Is electrical equipment (especially lamps and heaters) kept well away from combustible materials?	Yes
8. Are staff, including volunteers, aware of the requirement for electrical repairs and installations to be done only by qualified people?	Yes

Notes and Actions Required

5 yearly check due November 2023

Fire Prevention – Heating and Cooking Appliances

1. Are there any gas-fuelled heaters or cooking appliances?	No
2. Are all heaters (electrical or gas) safe – securely secured, checked for safety, suitable guarded, with adequate space around?	Yes
3. If there are cooking appliances, are they securely fixed and used only for that purpose?	N/a

Notes and Actions Required:

None

Building Construction

1. In the Education Centre, are there any openings to adjacent offices?	See note
2. If yes, are they fitted with an appropriate fire and smoke barrier?	N/A
3. Is there any installed equipment for which a statutory test regime is required (if so, note details below)?	No.

Notes and Actions Required:

1. The whole building is considered to be a single space, although there are doors between the rooms which would mitigate the effects of any fire.

Escape Facilities

1. Are the fire exits sufficient (and wide enough) to allow all the people in the Education Centre, including any disabled people, to escape within 1 minute?	Yes
2. Do the Fire Exits lead to a safe area, in good condition, from which the assembly point can be reached safely?	Yes
3. Is the assembly point known and promulgated?	Yes
4. Are the fire exits readily accessible and open whenever the Education Centre room is occupied?	See note
5. Are the locations of the fire exits clearly marked?	Yes
6. Do all doors on the escape routes open in the direction of travel?	See note
7. Are the escape routes adequately lit when the Education Centre is occupied?	Yes
8. Is adequate emergency lighting provided?	Yes
9. If so, is it in working order and in date for test?	Yes

Notes and Actions Required:

4, 6. The fire escape doors are part of the access arrangements for the building, and are routinely locked when the building is unoccupied. They do not open outwards. A management regime has been established (see Fire Emergency Plan) to give confidence that the emergency escape routes are available whenever the building is occupied.

Fire Response and Emergency Evacuation

1. Is there a clear instruction on actions, including evacuation, to be taken in event of fire in any part of the Education Centre?	Yes
2. Are staff, including volunteers, aware of their responsibilities, in particular to call the Fire Brigade for any fire, no matter how small?	Yes
3. Is there a Fire Action notice displayed in the Education Centre?	Yes
4. Is the assembly area clear of where the Fire Brigade will need to deploy to attend to the fire?	Yes
5. Are emergency evacuation drills carried out, to demonstrate and test the procedure?	See note

Notes and Actions Required:

5. It is not intended to carry out an evacuation drill for a schools visit. Opportunities will be taken, however, to simulate an evacuation using a large number of RWT staff and volunteers, to demonstrate the evacuation times required.

Fire Detection and Alarm systems

1. Is a fire alarm system or fire detection system installed in the building?	See note
2. If so, is it tested?	See note
3. Is there a call point by the door?	No

Notes and Actions Required:

1. Fire alarm system installed October 2018
2. It is tested by Complete Fire Protection under their maintenance contract.

Fire Fighting Equipment

1. Is there adequate provision of first aid firefighting equipment, taking account of the assessed fire risk?	Yes
2. Are all portable extinguishers securely positioned, readily accessible and seen, and not obstructed?	Yes
3. Are the extinguishers in date for test/inspection?	Yes

Notices and Signs

1. If there are fire doors, are they marked "Fire Door Keep Closed"?	N/A
2. Are the fire exits marked with a clear pictogram sign?	Yes

Fire Service Facilities and Liaison

1. Is there adequate access to the site for the Fire Service to attend a fire in the Education Centre?	Yes
2. Is the location of fire hydrants known? Are they accessible?	See Note
3. Is the Fire and Rescue Service familiar with the Education Centre?	See note

Notes and Actions Required

2. The most readily available water supply is in the canal and river Colne.

3. The Fire and Rescue Service is not especially familiar with the building, but it is very simple in construction and does not require them to be so.

Part 3 Fire Emergency Plan - Lock Centre

In the event of fire in the Canal Centre, the room must be cleared at once.

Give the alarm by shouting "Fire", and encourage all present to leave the Canal Centre. The toilet may be occupied, and the person in charge of the Canal Centre must make sure the room is either clear, or that the occupant knows the situation and is leaving the building.

As you leave, break the glass on the call point in the lobby. This alerts the rest of the building so the rest of the offices in the building can be evacuated.

When the Canal Centre is clear, shut the outer door to restrict the fire as far as possible. If the Fire Service wants to enter they will do so.

Having evacuated the Canal Centre, call the Fire Service on 999 - do not wait in the Canal Centre to do this, but use a mobile phone having evacuated (you may have to borrow one).

Your location is "Batchworth Lock Canal Centre on the canal towpath at 99 Church Street, Rickmansworth WD3 1JJ".

All should be directed to the towpath on the other side of the road bridge. Once it is clear that all have been accounted for, they may proceed as required: they should not be encouraged to "watch the fun".

The smoke alarm will activate very quickly, and the occupants of all the other offices will be leaving their premises. They may not come to the same evacuation point, but will deal with their own staff and visitors.

Having dealt with the occupants of the Canal Centre, wait under the bridge and be ready to tell the Fire Officer as much as you can about what has happened.

Do not try to re-enter the Canal Centre until the Fire Officer has confirmed that it is safe to do so.

Check List

- Raise the alarm by shouting fire.
- Get everyone out, sound the fire alarm and shut the door behind you.
- Call the Fire Service (999)
- Gather people at the muster point and make sure everyone is safe.
- Be ready to tell the Fire Officer what's happened.

If the alarm sounds without there being a fire in the Canal Centre, evacuate the occupants as above and shut the door behind you. Do not wait to find out if the alarm is real or not.



Rickmansworth Waterways Trust Fire Risk Assessment for Batchworth Facilities



Once everyone is safe, try to identify where the fire might be. At the weekend, the other offices are unlikely to be occupied, and you may have to look for external signs. If you see evidence of a fire, call the Fire Service as above.

Part 3 Fire Emergency Plan - Education Centre

When occupied by any person, the fire exit doors MUST be unlocked and unobstructed. A small keyboard is provided next to the alarm panel by the main door, which is to be used as follows:

- On opening up the building, the designated fire exit doors (there are two in addition to the main entrance – from office and on one side of the main room) are unlocked and the keys left in the door locks.
- The keys are located on the keyboard, each on one hook.
- If any hook has a key, then one of the doors is not open and must be opened.
- When securing the building, the doors are locked using the keys in the doors and the keys are replaced on the keyboard.
- If any hook has a key missing, the door has not been locked and should be locked.
- The building may then be vacated through the main door, which is locked as the final action.

In the event of fire in the Education Centre, the building must be cleared at once.

Give the alarm by shouting “Fire”, and encourage all present to leave the Education Centre. The toilets may be occupied, and the person in charge of the Education Centre must make sure the room is either clear, or that the occupant knows the situation and is leaving the building.

When the Education Centre is clear, shut the outer doors to restrict the fire as far as possible. If the Fire and Rescue Service want to enter they will do so.

Having evacuated the Education Centre, call the Fire and Rescue Service on 999 - do not wait in the Education Centre to do this, but use the Canal Centre (if open) or a mobile phone having evacuated (you may have to borrow one).

Your location is “The Batchworth Lock Education Centre, 101 Church Street. Rickmansworth WD3 1JJ on the canal opposite 99 Church Street, Rickmansworth”.

All should be directed to the area in front of the workshop at the bottom of the ramp – fire appliances will come down the ramp from the road. Once it is clear that all have been accounted for, they may proceed as required, recognizing that they may be prevented from moving back up the ramp: they should not be encouraged to stay to “watch the fun”.

The person in charge, having dealt with the occupants of the Education Centre, should wait at the ramp and be ready to tell the Fire Officer as much as possible about what has happened.

Do not try to re-enter the Education Centre until the Fire Officer has confirmed that it is safe to do so.



Check List

- Raise the alarm.
- Get everyone out, and shut the door behind you.
- Call the Fire Service (999)
- Gather people at the muster point and make sure everyone is safe.
- Be ready to tell the Fire Officer what's happened.

Part 4 **Fire Risk Assessment - Canal Centre**

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in our premises if a fire does start.

The Hazards – sources of Ignition	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Electrical space heaters	Staff and volunteers, occupants of other offices, visitors	Medium, if covered and unattended.	Serious	1. Test heaters for electrical safety. 2. Keep clear of obstructions 3. Turn off when Canal Centre unoccupied.	Low
Hot water boilers	Staff and volunteers, occupants of other offices, visitors	Low, unless it's allowed to boil dry.	Medium	1. Test boiler for electrical safety. 2. Use only when required – stow away otherwise. 3. Turn off when Canal Centre unoccupied.	Low
Faulty electrical equipment.	Staff and volunteers, occupants of other offices, visitors	Medium, if defects exist.	Medium	1. Test electrical installation at required intervals. 2. Test all other equipment as if PAT – inc fridges.	Low
Arson (assuming Canal Centre unoccupied)	Occupants of other offices	Low	Medium	Keep canal Centre locked when unoccupied.	Low

The Hazards – sources of Fuel	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Paint and solvents	Staff and volunteers, occupants of other offices, visitors	Low	High, if quantities large	No paint or solvents to be kept in Canal Centre.	Low
Paper products (eg books)	Staff and volunteers, occupants of other offices, visitors	Low	Medium	Keep books etc. clear of ignition sources	Low
Waste paper	Staff and volunteers, occupants of other offices, visitors	Medium	Medium	Do not allow waste paper to accumulate	Low
Textiles and furnishing materials.	Staff and volunteers, occupants of other offices, visitors	Low, except from smoking		No smoking in the Canal Centre	Low
Plastic and rubber items.	Staff and volunteers, occupants of other offices, visitors	Low	High	No large quantities of these items stored	Low
The Hazards - sources of Oxygen					Low
Oxidising chemicals	Staff and volunteers, occupants of other offices, visitors	Low	High	No oxidising chemicals to be kept in Canal Centre.	Low
Open windows etc, especially after hours	Occupants of other offices	Low	Medium	All windows to be shut when Canal Centre closed.	Low

In view of the hazards identified and listed, fire due to electrical installation is considered to be the main risk. CO2 extinguishers are therefore provided in the Canal Centre, next to the main manned position and by the exits from the room. Foam extinguishers are also provided.

Part 4 **Fire Risk Assessment - Prep Room/CRT Workshop**

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in our premises if a fire does start.

The Hazards – sources of Ignition	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Faulty electrical equipment – there are several freezers and fridges.	Staff and volunteers, occupants of adjoining house	Medium, if defects exist	Medium	1. Test electrical installation at required intervals. 2. Test all other equipment as if PAT – inc fridges.	Low
Arson (assuming Canal Centre unoccupied)	Occupants of adjoining house	Low	Medium	1. Keep doors locked when unoccupied	Low
The Hazards – sources of Fuel	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Paint and Solvents	Staff and volunteers, occupants of adjoining house	Low	High, if quantities large	No paint or solvents to be kept in Prep Room Paints kept in a metal locker in the Workshop	Low
Timber	Staff and volunteers, occupants of adjoining house	Low	Medium	The Prep Room is the Festival store, and a quantity timber is kept there. Risk limited, if kept clear of electrical installation. The Workshop contains stocks of timber for use in Trust projects	Low
Waste paper	Staff and volunteers, occupants of adjoining house	Medium	Medium	Bulk Waste not to be stored in the Prep Room or Workshop	Low
Textiles and furnishing materials.	Staff and volunteers, occupants of adjoining house	Low, except from smoking	Low	No smoking in the Prep Room or Workshop. No textiles to be stored in significant quantities	Low

Plastic and rubber items.	Staff and volunteers, occupants of adjoining house	Low	High	Minimise plastic and rubber items in Prep Room and Workshop	Low
The Hazards - sources of Oxygen	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Oxidising chemicals	Staff and volunteers, occupants of adjoining house	Low	High	No oxidising chemicals to be kept in Prep Room or Workshop.	Low
Open windows etc, especially after hours	Staff and volunteers, occupants of adjoining house	Low	Medium	There are no windows in the Prep Room or workshop. Doors are kept shut when unoccupied.	Low

Part 4 **Fire Risk Assessment - Education Centre**

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in our premises if a fire does start.

The Hazards – sources of Ignition	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Faulty electrical equipment	Staff and volunteers. <i>There is no adjoining habitation or working space.</i>	Low	High	Check electrical equipment (PAT), and remove if defective	Low
Cooking equipment in kitchenette	Staff, volunteers, visitors	Medium	High	Preparation of cooked food is not permitted. A kettle and a microwave will be provided, treated as electrical equipment.	Low
Arson	No significant risk identified – the building is assumed to be unoccupied in case of an attack.	Low	High	Keep doors locked when building unoccupied.	Low
The Hazards – sources of Fuel	Who is at Risk?	What is the Risk of fire occurring?	How serious might this fire be?	How we'll reduce the Risk	Residual Risk
Paint and Solvents.	Staff and volunteers. <i>There is no adjoining habitation or working space.</i>	Low	High	Paint materials are not to be stored in the external or internal stores, or in the building.	Low
Timber	Staff and volunteers	Low	Medium	The building is of timber, but no store of timber is kept in it.	Low
Waste paper	Staff and volunteers	Medium	Medium	Waste is not to be stored in the building.	Low
Textiles and furnishing materials.	Staff and volunteers	Low	Low	No smoking in the building. Textiles not to be stored in significant quantities. Furnishings are few – blinds rather than curtains, padded chairs and floor	Low

				carpet tiles comply with current regulations.	
Plastic and rubber items.	Staff and volunteers	Low	High	Small amounts of plastic only to be kept in the building.	Low
The Hazards - sources of Oxygen					
Oxidising chemicals	Staff and volunteers	Low	High	No oxidising chemicals to be kept in building	Low
Open windows etc, especially after hours	Staff and volunteers	Low	Medium	Velux windows are fitted in the roof – to be closed when building unoccupied. Doors are shut when unoccupied.	Low



Appendix 1 – Example Form for Record of Electrical Testing and other checks

Date	Test or Check Conducted	By Whom	Notes	Action date



Appendix 2 List of Fire Prevention related Equipment

Fire Fighting Appliances and other equipment – Lock Centre

Item	Date Provided	Test Frequency	Notes
Gent Fire Alarm Push	Installed within building system		Maintained by Landlord
Smoke Detector Head	Installed within building system		Maintained by Landlord
CO2 extinguisher	Jan 2019	Annually	Maintenance contract with Complete Fire Protection
Foam extinguisher	Jan 2019	Annually	Maintenance contract with Complete Fire Protection

Fire Fighting Appliances and other equipment – Education Centre

Item	Date Provided	Date tested	Notes
Smoke Detector system	Installed at build	Annually	Maintenance contract with Complete Fire Protection
CO2 extinguisher x 1	Jan 2019	Annually	Next to office door. Maintenance contract with Complete Fire Protection
Foam extinguisher x 2	Jan 2019	Annually	One next to office, one by main access. Maintenance contract with Complete Fire Protection