|  |  |
| --- | --- |
| **Responsible Person (e.g. employer) or**  **person having control of the premises** | **BU Vice Chancellor** |
| **Address of premises** | **Wallisdown Pavilion,**  **Wallisdown Road,**  **Poole** |
|  |
| **Assessor** | **David Gale Tech IOSH**  **Fire Officer, Bournemouth University** |
| **Date of fire risk assessment** | **1st July 2019** |
| **Date of previous fire risk assessment** | **11TH June 2012** |
| **Suggested date for review** | **July 2022** |

|  |
| --- |
| **Notes** |
| This fire risk assessment should be reviewed:-   * by a competent person by the date indicated above or * at such time as there is reason to suspect that it is no longer valid or * if there has been a significant change in the matters to which it relates or * if a fire occurs |
| The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire |

# GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
|  | THE PREMISES | |
|  | Number of floors | 1 |
|  | Approximate floor area | 200m2 |
|  |
|  | Brief details of construction:  **The building is a single storey brick built building.** | |
|  | Use of premises:  **Used as changing rooms for the playing fields.** | |

|  |  |  |
| --- | --- | --- |
|  | THE OCCUPANTS | |
|  | Approximate maximum number: | 30 |
|  | Approximate number of employees at any one time | 0 |
|  | Maximum number of members of public at any one time | 30 |

|  |  |  |
| --- | --- | --- |
|  | **OCCUPANTS ESPECIALLY AT RISK FROM FIRE** | |
|  | Sleeping occupants | 0 |
|  | Disabled occupant | 0 |
|  | Occupants in remote areas and lone workers | 0 |
|  | Young persons | 0 |
|  | Others |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | FIRE LOSS EXPERIENCE | | |
|  | None |  |  |

|  |  |
| --- | --- |
|  | OTHER RELEVANT INFORMATION |
|  |  |

|  |  |
| --- | --- |
|  | **RELEVANT FIRE ASAFETY LEGISLATION** |
|  | The following fire safety legislation applies to these premises |
|  | The Regulatory Reform (Fire Safety) Order 2005 enforced by Dorset Fire and Rescue Service |
|  |  |

# FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
|  | ELECTRICAL SOURCES OF IGNITION | | |
|  | Reasonable measures taken to prevent fires of electrical origin? |  | Yes |
|  | More specifically | | |
|  | Fixed installation periodically inspected and tested? |  | Yes |
|  | Portable appliance testing carried out? |  | Yes |
|  | Suitable policy regarding use of personal electrical appliances? |  | Yes |
|  | Suitable limitation of trailing leads and adapters? |  | Yes |
|  | Comments and hazards observed | | |
|  | **Fixed installations tested every 5 years.**  **PAT testing every 4 years.** | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | SMOKING | | | | | | |
|  | | Reasonable measures taken to prevent fires as a result of smoking? | |  | | | Yes | |
|  | | More specifically | | | | | | |
|  | | Smoking prohibited in the building? | |  | | | Yes | |
|  | | Smoking prohibited in appropriate areas? | |  | | | Yes | |
|  | | Suitable arrangements for those who wish to smoke? | |  | | | Yes | |
|  | | This policy appeared to be observed at time of inspection? | |  | | | Yes | |
|  | | Comments and hazards observed | | | | | | |
|  | | University has a policy of smoking only 5 metres away from a building. | | | | | | |
|  | ARSON | | | | | | | |
|  | Does basic security against arson by outsiders appear reasonable?[[1]](#footnote-1) | |  | | | Yes | | |
|  | Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? | |  | | | Yes | | |
|  | Comments and hazards observed | | | | | | | |
|  | PORTABLE HEATERS AND HEATING INSTALLATIONS | | | | | | | |
|  | Is the use of portable heaters avoided as far as practicable? | |  | |  | | | Yes |
|  | If portable heaters are used | | | | | | | |
|  | Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? | |  | |  | | | Yes |
|  | Are suitable measures taken to minimise the hazard of ignition of combustible materials? | |  | |  | | | Yes |
|  | Are fixed heating installations subject to regular maintenance? | |  | |  | | | Yes |
|  | Comments and hazards observed | | | | | | | |
|  | No heaters identified during inspection. | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | COOKING | | | | | | |
|  | Are reasonable measures taken to prevent fires as a result of cooking? | |  |  | | No cooking | |
|  | More specifically | | | | | | |
|  | Filters changes and ductwork cleaned regularly? | |  |  | | N/A | |
|  | Suitable extinguishing appliances available? | |  |  | | N/A | |
|  | Comments and hazards observed | | | | | | |
|  | | LIGHTNING | | | | | |
|  | | Does the building have a lightning protection system? | | |  | | N/A |
|  | | Comments and deficiencies observed | | | | | |
|  | | **Not required on this size of building** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | HOUSEKEEPING | | | |
|  | Is the standard of housekeeping adequate? |  |  | Yes |
|  | More specifically | | | |
|  | Combustible materials appear to be separated from ignition sources? | |  | Yes |
|  | Avoidance of unnecessary accumulation of combustible materials and waste? | |  | Yes |
|  | Appropriate storage of hazardous materials? |  |  | N/A |
|  | Avoidance of inappropriate storage of combustible materials? | |  | Yes |
|  | Comments and hazards observed | | | |
|  | **With no offices and only transient visitors very little waste or combustibles accumulate in Wallisdown Pavilion** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS | | |
|  | Are fire safety conditions imposed on outside contractors? |  | Yes |
|  | Is there satisfactory control over works carried out in the building by outside contractors (including ‘hot works’ permits)? |  | Yes |
|  | If there are in-house maintenance personnel, are suitable precautions taken during ‘hot work’, including use of hot work permits? |  | Yes |
|  | Comments | | |
|  | **All Contractors issued with documentation detailing their safety responsibilities**  **Permits to work issued by appropriate staff within management of the University**  **Permit process also used for all house staff** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | DANGEROUS SUBSTANCES | | | |
|  | If dangerous substances are or could be used, has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? |  |  | N/A |
|  | Comments | | | |

# FIRE PROTECTION MEASURES

|  |  |  |  |
| --- | --- | --- | --- |
|  | MEANS OF ESCAPE FROM FIRE | | |
|  | It is considered that the building is provided with reasonable means of escape in case of fire |  | Yes |
|  | More specifically | | |
|  | Adequate design of escape routes? |  | Yes |
|  | Adequate provision of exits? |  | Yes |
|  | Exits easily and immediately openable where necessary? |  | Yes |
|  | Fire exits open in direction of escape where necessary? |  | Yes |
|  | Avoidance of sliding or revolving doors as fire exits where necessary? |  | Yes |
|  | Satisfactory means of securing exits? |  | Yes |
|  | Reasonable distances of travel |  | Yes |
|  | * + Where there is a single direction of travel? |  | Yes |
|  | * + Where there are alternative means of escape? |  | Yes |
|  | Suitable protection of escape routes? |  | Yes |
|  | Suitable fire precautions for all inner rooms? |  | N/A |
|  | Escape routes unobstructed? |  | Yes |
|  | It is considered that the building is provided with reasonable arrangements for means of escape for disabled people |  | Yes |
|  | Comments and deficiencies observed | | |
|  | **A satisfactory means of escape has been designed into the premises. However there is security doors padlocked across the two means of escape exit doors, if the padlocks are not removed when the premises are in use it would render the escape doors useless should a fire occur. There is an instruction notice displayed stating the unlocking procedures to be followed when the building is in use so these doors should be unlocked.**  **Maintenance of all fire safety provisions appear to a good standard. Suitable provision of fire resistance provided throughout**. | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT | | |
|  | It is considered that there is: | | |
|  | compartmentation of a reasonable standard?[[2]](#footnote-2) |  | Yes |
|  | reasonable limitation of linings that might promote fire spread? |  | Yes |
|  | As far as can reasonably 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?[[3]](#footnote-3) |  | Yes |
|  | Comments and deficiencies observed | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | EMERGENCY ESCAPE LIGHTING | | | |
|  | Reasonable standard of emergency escape lighting system provided?[[4]](#footnote-4) | |  | Yes |
|  | Comments and deficiencies observed | | | |
|  | FIRE SAFETY SIGNS AND NOTICES | | | |
|  | Reasonable standard of fire safety signs and notices? | |  | Yes |
|  | Comments and deficiencies observed | | | |
|  | MEANS OF GIVING WARNING IN CASE OF FIRE | | | |
|  | Reasonable manually operated electrical fire alarm system provided?[[5]](#footnote-5) | |  | Yes |
|  | Automatic fire detection provided? |  |  | Yes |
|  | Extent of automatic fire detection generally appropriate for the occupancy and fire risk? |  |  | Yes |
|  | Remote transmission of alarm signals? | |  | No |
|  | Comments and deficiencies observed | | | |
|  | MANUAL FIRE EXTINGUISHER APPLIANCES | | | |
|  | Reasonable provision of portable fire extinguishers? | |  | Yes |
|  | Hose reels provided? | |  | No |
|  | Are all fire extinguishers readily accessible? | |  | Yes |
|  | Comments and deficiencies observed | | | |

# MANAGEMENT OF FIRE SAFETY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PROCEDURES AND ARRANGEMENTS | | | | |
|  | Fire safety is managed by[[6]](#footnote-6): | | | | |
|  | Stuart Laird, Head of Facilities Management | | | | |
|  | Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? | |  | | Yes |
|  | Comments | | | | |
|  | David Gale Tech IOSH BU Fire Safety Officer. | | | | |
|  | Is there a suitable record of the fire safety arrangements? |  |  | | Yes |
|  | Comments | | | | |
|  | **Suitable fire strategy plans are available along with written procedural documents.** | | | | |
|  | Appropriate fire procedures in place? | | |  | Yes |
|  | More specifically | | | | |
|  | Are procedures in the event of fire appropriate and properly documented? | | |  | Yes |
|  | Are there suitable arrangements for summoning the fire and rescue service? | | |  | Yes |
|  | 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? | | |  | Yes |
|  | Are there suitable arrangements for ensuring that the premises have been evacuated? | | |  | Yes |
|  | Is there a suitable fire assembly point(s)? | | |  | Yes |
|  | Are there adequate procedures for evacuation of any disabled people who are likely to be present? | | |  | Yes |
|  | Comments | | | | |
|  | **The building is only used during the day as a changing room facility, once informed of a fire at the premises a representative would be dispatched to the location. As with many remote buildings like the Pavilion the University would rely on neighbours to call the fire service. Evacuation would rely on a response from the activation of the fire alarm.**  **Evacuation for the disabled is adequate.** | | | | |
|  | Persons nominated and trained to use fire extinguishing appliances? |  | |  | No |
|  | Comments | | | | |
|  | Not appropriate as there is no permanent staff or public on site. | | | | |
|  | Persons nominated and trained to assist with evacuation including evacuation of disabled people? |  | |  | No |
|  | Comments | | | | |
|  | Not appropriate as there is no permanent staff or public on site. | | | | |
|  | Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)? |  |  | | No |
|  | Comments | | | | |
|  | Not appropriate due to size of building and lack of inherent risk to fire firefighters. | | | | |
|  | Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? |  |  | | Yes |
|  | Comments | | | | |
|  | **Appropriate to risk.** | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TRAINING AND DRILLS | | | | |
|  | Are all staff given adequate fire safety instruction and training on induction? | |  | | N/A |
|  | Comments | | | | |
|  | **No staff on site appropriate signage for occupants.** | | | | |
|  | Are all staff given adequate periodic ‘refresher’ training at suitable intervals? | |  | | N/A |
|  | Comments | | | | |
|  |  | | | | |
|  | Does all staff training provide information, instruction or training on the following:-? | | | | |
|  | Fire risk in the premises? | | |  | N/A |
|  | The fire safety measures in the building? | | |  | N/A |
|  | Action in the event of fire? | | |  | N/A |
|  | Action on hearing the fire alarm signal? | | |  | N/A |
|  | Method of operation of manual call points? | | |  | N/A |
|  | Location and use of fire extinguishers? | | |  | N/A |
|  | Means for summoning the fire and rescue service? | | |  | N/A |
|  | Identity of persons nominated to assist with evacuation? | | |  | N/A |
|  | Identity of persons nominated to use fire extinguishing appliances? | | |  | N/A |
|  | Comments | | | | |
|  | **No staff on site.** | | | | |
|  | Are staff with special responsibilities (e.g. fire wardens) given additional training? |  | |  | N/A |
|  | Comments | | | | |
|  | Fire Wardens are trained and refreshed every three years. | | | | |
|  | Are fire drills carried out at appropriate intervals? |  | |  | N/A |
|  | Comments | | | | |
|  | Due to the buildings occasional usage fire drills are inappropriate. | | | | |
|  | When the employees of another employee work in the premises: | | | | |
|  | Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? |  | |  | Yes |
|  | Is it ensured that the employees are provided with adequate instructions and information? |  | |  | Yes |
|  | Comments | | | | |
|  | **Contractors are provided with an extensive pack detailing safety issues when first employed and take part in an induction** | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | TESTING AND MAINTENANCE | | | | | |
|  | Adequate maintenance of premises? | | | |  | No |
|  | Comments and deficiencies observed | | | | | |
|  | **Maintenance mainly carried out by in house staff.** | | | | | |
|  | Weekly testing and periodic servicing of fire detection and alarm systems? | | | |  | No |
|  | Comments and deficiencies observed | | | | | |
|  | **Weekly tests not being carried out due to the small number of heads and call points and low risk, tests are completed monthly, this is going to be changed to a weekly test.** | | | | | |
|  | Monthly and annual testing routines for emergency escape lighting? | | | |  | Yes |
|  | Comments and deficiencies observed | | | | | |
|  | Tests carried out in house and recorded. | | | | | |
|  | Annual maintenance of fire extinguishing appliances? | | | |  | Yes |
|  | Comments and deficiencies observed | | | | | |
|  | Maintenance carried out by external contractors | | | | | |
|  | Periodic inspection of external escape staircases and gangways? | |  | |  | Yes |
|  | Comments and deficiencies observed | | | | | |
|  |  | | | | | |
|  | Six-monthly inspection and annual testing of rising mains? | |  | |  | N/A |
|  | Comments and deficiencies observed | | | | | |
|  |  | | | | | |
|  | Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts? | |  | |  | N/A |
|  | Comments and deficiencies observed | | | | | |
|  |  | | | | | |
|  | Weekly testing and periodic inspection of sprinkler installations? | |  | |  | N/A |
|  | Comments | | | | | |
|  |  | | | | | |
|  | Routine checks of final exit doors and/or security? | | | |  | Yes |
|  | Comments | | | | | |
|  |  | | | | | |
|  | Annual inspection and test of lighting protection system? | |  | |  | N/A |
|  | Comments | | | | | |
|  |  | | | | | |
|  | RECORDS | | | | | |
|  | Appropriate records of: | | | | | |
|  | Fire Drills? |  | |  | | N/A |
|  | Fire training? | | |  | | N/A |
|  | Fire alarm tests? |  | |  | | No |
|  | Emergency escape lighting tests? |  | |  | | Yes |
|  | Maintenance and testing of other fire protection systems? |  | |  | | N/A |
|  | Comments | | | | | |
|  | **There are some records maintained of emergency lighting checks. It is recommended that the fire alarm is tested on a weekly basis and a record maintained** | | | | | |

# FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

Taking into accounts 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** |  | **Medium** | **X** | **High** |  |

In this context, a definition of the above terms is as follows:

|  |  |
| --- | --- |
| **Low** | Unusually low likelihood of fire as a result of negligible potential sources of ignition |
| **Medium** | Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings) |
| **High** | Lack of adequate controls applied to one or more significant hazards, such as to result in significant increase in the likelihood of fire |

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 fire risk assessment, it si considered that the consequences for life safety in the event of fire would be:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Slight harm** | **X** | **Moderate harm** |  | **Extreme harm** |  |

In this context, a definition of the above terms is as follows:

|  |  |
| --- | --- |
| **Slight harm** | Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs) |
| **Moderate harm** | Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities |
| **Extreme harm** | Significant potential for serious injury or death of one or more occupants |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Trivial** |  | **Tolerable** | **X** | **Moderate** |  | **Substantial** |  | **Intolerable** |  |

|  |
| --- |
| Comments |
|  |

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

|  |  |
| --- | --- |
| **Risk level** | **Action and timescale** |
| **Trivial** | No action is required and no detailed records need be kept. |
| **Tolerable** | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| **Moderate** | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| **Substantial** | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| **Intolerable** | Building (or relevant area) should not be occupied until the risk is reduced. |

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

1. ‘Reasonable’ only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained. [↑](#footnote-ref-1)
2. Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. [↑](#footnote-ref-2)
3. A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment [↑](#footnote-ref-3)
4. Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out [↑](#footnote-ref-4)
5. Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out [↑](#footnote-ref-5)
6. This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment [↑](#footnote-ref-6)