

Penrith Quaker Meeting House Fire Risk Assessment

Completed by: Sara Braithwaite and Glenn Tomkinson, on behalf of the Premises Committee

Date: 13th June 2022

Date of review	Reviewed by
09/11/2023	Premises Committee ,GT, CM, SB, JS, JH, JH

Assessment of Hazard and Risks.

Sources of heat- assessment questions.

		yes	no
1.	Are there potential sources from smoker's materials		no
	There is a no smoking policy and notices are displayed		
2.	Are there sources from naked flames eg open fires, candles		no
	No candles or naked flames allowed and this is included in the agreement for hirers		
3	Is there evidence of "near misses" eg scorch marks on furniture		no
4	Are there ignition sources from any cooking equipment eg toasters, ovens , hobs, microwaves		no
5.	Are there heat sources from electric heaters	yes	
	Electric wall heaters and heated towel rail		
6	Are there sources of hot work by contractors eg welding, grinding, use of generators etc		No but possible
	A risk assessment will be prepared if building work includes this – question to be asked of contractors before work begins		

Sources of fuel – assessment questions

		yes	no
1.	Are there combustible materials stored externally that could assist arson or vandalism		no
2.	Are there potential sources of fuel from paper and card	yes	
	There are books and leaflets on shelves in the meeting Room and in the store room		
3	Are there potential sources of fuel from furniture, fixtures and fittings	yes	
	Wood panelling. Soft furnishings are limited – chairs are modern and meet standards. No curtains , some windows have roller blinds		
4	Are there potential sources of fuel from flammable liquids eg paints and varnishes		no

5.	Are there potential sources of fuel from flammable chemicals eg certain cleaning products photocopier chemicals		no
6	Are there potential sources of fuel from plastics and rubber eg polyurethane ceiling tiles or foam filled furniture		No
7.	Are there potential sources of fuel from flammable gases such as liquefied petroleum gas (LPG)		no

Assessment questions – identifying Sources of Oxygen

		yes	no
1.	Are doors and windows left open when the building is unoccupied		no
2.	Are any oxygen cylinders kept on site		no

Assessment questions – Electrical Hazards

		yes	no
1.	Has the electrical fixed wiring been tested within the last 5 years	yes	
	Date of last test – June 2020		
2.	Have portable electrical appliances been Pat tested	Yes	
	Date of test April 2023		
3	Has a visual inspection been carried out of all electrical equipment , plugs and sockets	yes	
	Carried out as part of the completion of this risk assessment		
4	Are flexible cables kept to a minimum and routed to avoid damage to the cables	yes	
	Projector cables at back of Meeting Room are protected by a cover		
5.	Is the number of electrical sockets sufficient for the amount of equipment in use so that the use of gang plugs can be avoided	yes	
	No gang plugs in general use- used for special events only		
6	Are all heating appliances in good condition and fixed in position at a safe distance from combustible materials eg curtains	Yes	
7	Are all electrical plugs and sockets in good condition	yes	

Assessment questions – Gas safety

		yes	no
1.	Have the gas boiler and gas appliances been serviced within the last 12 months by a gas engineer listed on the "Gas Safe Register"	yes	
	Date?		
2.	Are all combustible materials kept clear of gas burning appliances	yes	

Identifying People at Risk

Maximum number of people likely to be present:

Assessment questions

		yes	no
1.	Are there employees or contractors who work alone	yes	
	Cleaning contractors		
2.	Are large numbers of people unfamiliar with the building likely to be present	yes	
	Occasionally- hiring groups should have a responsible person present who will have had an introduction to the building		
3	Are there people sleeping in the building		no
	Very occasional special events – a separate risk assessment to be produced		
4	Are there disabled people in the building who need assistance with evacuation	yes	
	Hirers to be asked to consider this as part of their hire agreement		
5.	Are there young people in unsupervised areas		no
6	Are there people with language difficulties who may not understand written or verbal instructions		No but possible
	Hirers to be asked to consider this as part of their hire agreement		

Fire Safety Systems and Equipment

Fire alarm system in place : 1 battery operated heat sensor in kitchen area, 2 battery powered smoke detectors in lobby between kitchen and children's room and in store/ boiler room*

*installed November 2022

Fire detection assessment questions

		yes	no
1.	Can everyone in the premises hear the alarm when it is tested	yes	
2.	Are there provisions for people who may not hear the alarm	yes	
	Hearing loop installed in main Meeting Room		

Fire extinguishers assessment questions

		yes	no
1,	Are the number, type and siting of the extinguishers correct	yes	
	Advice taken from contractor who installed and services them		
2.	Are all extinguishers in their correct location	yes	
3	Are the extinguishers in good condition, not covered or obstructed and been serviced in the last 12 months	yes	

Escape Routes

Briefly describe the existing means of escape: 4 exits direct to outside, all ground floor , there is no upper storey . No point within the building is more than 10-15 metres from an exit.

		yes	no
1.	Are the escape routes kept clear of obstructions, combustible materials, tripping and slipping hazards at all times	yes	
2.	Are the escape routes kept clear of electrical items	yes	
3	Are notice boards kept to a minimum on escape routes	yes	
4	Do all inner rooms have either a vision panel, automatic detection in the outer room	yes	

Doors

		yes	no
1.	Are fire resisting doors fitted to higher hazard rooms	yes	

	Store with gas boiler. Kitchen does not have a fire resistant door but low hazard as no cooking appliances – kettles only		
2.	Are all fire doors self closing and fitted tightly to frame	yes	
3	Are all fire doors and closers in a good state of repair and kept free of obstructions at all times	yes	
4	Are all fire resisting self-closing doors allowed to close effectively and not wedged open	yes	
	Temporary wedges sometimes in use , but wedges not left on open display– hirers to be instructed to make sure doors are closed before leaving the building		
5.	Can all emergency doors be easily and immediately opened by any person in an emergency without a key or code	yes	

Emergency escape lighting

		yes	no
1.	Are all escape routes suitably illuminated in periods of darkness	yes	
	Emergency lighting units in place, both inside and externally. Street lighting on the road		
2.	Are all emergency lighting units in good condition	yes	
	One unit in the Meeting room is faulty but there are enough other units in place (added at a later date) to ensure exit routes are illuminated		
3	Is emergency lighting tested every month	yes	

Signs and notices

		yes	no
1.	Are all routes and exits indicated by appropriately positioned signs	yes	
2.	Are all signs in pictogram form	yes	
3	Do all signs on escape routes have a directional arrow	yes	
4	Are Fire Action notices displayed in all appropriate positions	yes	

Fire Safety Information , instruction and training

		yes	no

1.	Are guests , contractors, cleaners and hirers informed about what to do in case of fire	yes	
	Fire action notices are displayed. Fire instruction to be included in agreement for hirers and discussed with contractors if they will be left unaccompanied		
2.	Has a fire drill been carried out in the last 12 months		no
3	Are people nominated with specific responsibilities for fire safety	Yes	
	Members of Premises committee are responsible for the Fire Risk assessment and reviewing it annually , they are also responsible for making sure systems are maintained and tested in a timely manner.		
4	Are those nominated adequately trained and arrangements made for training their replacements when they leave		no
	Sara Braithwaite has been trained in fire safety in a previous employment role , but consideration should be given to training other/replacement members in future		

Fire documentation to be included in logbook

Weekly fire alarm test record
monthly functional test of emergency lighting
Yearly emergency lighting 3 hour test
Fixed wiring 5 yearly test certificate
Annual fire extinguisher service record
Annual boiler service certificate
Records of portable appliance testing (PAT)