

## **Alderton Parish Council - Fire Risk Assessment**

### **Changing Facility, Beckford Road, Alderton, GL20 8NL**

#### Description of Premises

Alderton Changing Facility is a purpose made brick-built single-story community building situated on the south-western corner of the Playing Field, on Beckford Road, at the western edge of Alderton village. The Facility was built in 2016. The Facility is owned by Alderton Parish Council, which is made up of local volunteers and one member of staff.

The accommodation comprises an entrance lobby with kitchen sink and storage cupboard area, two toilets and two changing rooms with showers off. The storage room is accessed from outside. The gross floor area is approximately 62m<sup>2</sup>.

There is a single entrance/exit door on the eastern side, into the lobby of the building. All fire exits and fire equipment are clearly marked within the facility.

The premises meet all requirements of the current Disability Act. The areas to the northern and eastern side of the building are laid to slabs. The southern side faces timber post and rail fencing, separating the playing field from Beckford Road and the western side backs onto a wooded area.

The Facility is heated by mains electricity and the water mostly by solar power with mains electricity as a back-up. The heating switch is located in the entrance lobby. The solar power system is located in the storage room. Switches for the immersion booster, PIR lighting and external power source are all located in the storage room.

There is no car parking provision on the playing field.

#### Principle Uses of the Changing Facility

The Facility is currently hired by football clubs, the local school and private individuals. A written agreement between the Parish Council and the Hirer forms the basis of the hiring arrangement. This document also draws the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

The Facility is not licenced for the sale of alcohol. Hirers are responsible for arranging a temporary event licence (if required) and for meeting the obligations of the licence.

Alderton Parish Council encourages Hirers to make themselves aware of the firefighting equipment and the plan of the Facility detailing the location of the equipment and the escape route. The plan is included with the Terms and Conditions of Hire for all Changing Facility and Playing Field users and is also displayed in the lobby of the Facility.

#### People at risk of fire

Staff: Alderton Parish Council employs one member of staff, the Clerk, who is unlikely to be working in the building.

Parish Councillors: Councillors are familiar with the building and may be on site from time to time carrying out maintenance or safety checks.

Contractors: The Parish Council employs local contractors on both an ad-hoc and scheduled basis for the purposes of safety checks and building maintenance. Contractors who are familiar with the building may gain access to the Facility by borrowing a key from one of the Parish Councillors, while others are always escorted by one or more Councillors.

Facility Users: These will generally be familiar with the Facility and those that are not will find the simple layout easy to navigate and assimilate. Emergency lighting is installed over the main double entrance doors, both changing room doors and the storage room door. This is regularly tested.

Disabled Persons: At a function there may possibly be a limited number of disabled persons. It is the responsibility of Facility hirers to ensure disabled persons are given adequate assistance in the event of an evacuation.

Children: It is the responsibility of hirers to ensure all children within the Facility are supervised and that they are given adequate assistance in the event of an evacuation.

Other Members of the Public (who are not using the Facility): Members of the public may walk past the Facility on their way to the play equipment, the Millennium Copse or the playing field.

### Fire System

The building is equipped with an automatic fire alarm system. This is a local system and NOT linked to any outside source eg Fire Brigade.

There is 1 sounder located in the entrance lobby.  
Smoke detectors are located throughout the building.  
The fire control panel is located in the storage room.

### Fire Extinguishers within Alderton Changing Facility

- Main entrance lobby - 1 x Foam Extinguisher and 1 x CO2 Extinguisher.
- Storage Room – 1 x CO2 Extinguisher

Foam extinguishers are suitable for small fires involving flammable solids and liquids eg paper, cloth and wood; also some flammable liquids eg petrol. THEY ARE NOT SUITABLE FOR ELECTRICAL EQUIPMENT.

CO2 extinguishers are suitable for fires involving electrical equipment and liquid flammables eg solvents, petrol, propane and butane.

All fire extinguishers within the premises are subject to a six monthly inspection by A & E Fire & Security. Certificates of Inspection are retained on file.

## Possible Causes of Fire

| Sources of Ignition   | Source of Fuel   | Source of Oxygen |
|---|--|------------------|
| Faulty electrics in mains power supply, ring mains or lighting circuits | Any material close to the source of the fault (eg plaster board, stored combustible materials)           | Open to the air  |
| Faulty portable electrical equipment (eg heaters, kettles, radios, etc) | The portable device itself and then any combustible materials close to it                                | Open to the air  |
| Smoking   | Material in waste bins or any other areas where cigarettes may be left or disposed of                    | Open to the air  |
| Faulty lighting system  | The lighting equipment itself, the ceiling and wood around it  | Open to the air  |
| Children playing with matches or other combustibles                     | Any combustible material close to where the children are playing, including children's clothes and hair. | Open to the air  |
| Arson   | Could be any source  | Open to the air  |

## Control Measures

| Fire Hazard              | Likelihood<br>1=low<br>5=high | Risks to people<br>from fire hazard | Measures to avoid or reduce   |  |
|--------------------------|-------------------------------|-------------------------------------|---|--|
|                          |                               |                                     | The hazard  | Risk to people   |
| Fire inside the Facility | 2                             | Smoke inhalation<br>Burns<br>Death  | <p>Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it twice yearly.</p> <p>The location of firefighting equipment and exits are clearly marked on a plan of the Facility, which is published in the lobby of the Facility.</p> <p>Ensure suitable fire detection equipment is maintained and that a qualified practitioner inspects it at twice yearly.</p> <p>A test of continued Illumination of emergency lighting in event of a power failure will be done twice yearly.</p> | <p>Through hiring agreement ensure Facility hirers know how to evacuate the building and where the firefighting equipment is located.</p> <p>Through hiring agreement ensure the hirer knows that it is their responsibility to check the building has been vacated and that the fire brigade has been called out and that the Parish Council has been informed.</p> <p>Ensure the main doors are checked for illumination, ease of opening and that the route is clear.</p> |

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|   |   |   | Facility users will be asked to remove all their rubbish when they leave the building (ie emptying any bins)   | <p>Ensure a record of key holders is kept by the Clerk.</p> <p>Regular hirers will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Parish Council.</p> |
| Fire on the premises outside the Facility   | 1 | Evacuating people towards the source of the fire              |  | Through the Hiring Agreements ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to ensure the evacuation is coordinated properly and safely.          |
| Faulty electrics in mains power supply, ring mains, lighting circuits or portable devices | 1 | Electrocution while attempting to put out the fire with water | A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are not allowed in the building unless they have a current PAT test. A Certificate of Inspection will be obtained for each inspection. | Ensure suitable (not water) fire fighting equipment is available close to the likely sources of electrical fires.  |
| Smoking   | 3 | Smoke inhalation Burns  | A No Smoking policy enforced throughout the premises in the hire agreement.  |  |
| Children playing with matches or other combustibles                                       | 2 | Smoke inhalation Burns  |  | Ensure hirers are aware of their responsibility to supervise children while inside the Facility.   |
| Arson   | 1 | Smoke inhalation Burns  | Ensure Hirers are aware of their responsibility for the Facility during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.  | Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted  |

## **ALDERTON CHANGING FACILITY - FIRE RISK ASSESSMENT**

# **FIRE**

- 1. THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” DESIGNATED THE PERSON IN CHARGE OF THE FACILITY DURING YOUR HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event.**
- 2. In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the main doors and to muster together as soon as possible at the main entrance gate to the Playing Field. A Roll Call should be taken.**
- 3. NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. Dial 999 and give this address: Alderton Changing Facility, Beckford Road, Alderton, Gloucestershire, GL20 8NL.**
- 4. The Responsible Person should ensure that once the Facility has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc under any circumstances.**
- 5. Access for the Fire Brigade should be maintained and any obstructions at the entrance removed, eg parked cars. The Playing Field gate padlock code is 620.**
- 6. On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position.**
- 7. Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe to do so without risk to health.**
- 8. All incidents no matter how small have to be reported to Alderton Parish Council.**