

Risk Assessment of The Music Projects (TMP Studios CIC)

Assessment of the Risk of Fire to Life

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| Date of Assessment: | 1 st May 2017 |
| Area / Scope of Assessment: | Music Studios at 830 Ormskirk Road, Pemberton, WN5 8EX. |
| Responsible Person on Site: | Martin Heaton/Jackie Manning |
| Name and Role of Person Completing Assessment: | Stephen Hague (IOSH 2015, SSSTS) |
| Date Next Assessment Required: | 1 st May 2018 |

FIRE LOSS EXPERIENCE

Give any details of previous fires on site, incidents of arson and vandalism on site

No previous incidents of fire on site.

| 1. SOURCES OF IGNITION (Check, inspect and control) | | | | | | |
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| | | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
| 1.1 | Naked flames / hot works | <ul style="list-style-type: none"> Undertaken only by those who are trained and competent (ie contractors if required). Naked flames risks arising from contractors work subject to hot works permit. Any hot works areas are checked an hour after work is completed for smouldering. No combustible materials in vicinity. Appropriate firefighting equipment is available close to work. Equipment inspected regularly. | | | | |
| 1.2 | Portable heaters | <ul style="list-style-type: none"> Use of more hazardous type eg radiant bar heaters, LPG avoided. Located away from items that will burn, eg not close to coat racks. No items are stored on or above them and they are not used for drying clothing, eg wet coats. Heaters are not left on overnight, timer switch devices may be used to control this. All portable heaters are turned off when not in use or when the room is unoccupied. | <ul style="list-style-type: none"> Maintenance and servicing of portable heaters to be undertaken in line with the manufacturer's recommendations and subject to PAT testing. | Allan Griffiths | May 2017 | √ |
| 1.3 | Boilers | <ul style="list-style-type: none"> The boiler area is kept clear of all combustible storage. One of the two boilers is in a restricted staff area. | <ul style="list-style-type: none"> Boilers to be serviced annually by a competent contractor. One of two boilers needs to be boxed in and secured away from unauthorised access. | Martin Heaton | May 2017 | √ Boiler Replaced March 2017 |

| 1. SOURCES OF IGNITION (Check, inspect and control) | | | | | | |
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| 1.4 | Faulty, damaged or misused electrical equipment | <ul style="list-style-type: none"> Visual check of equipment by staff before use / issue to students. Any damaged or defective electrical equipment taken out of service and removed from the area for repair or disposal. Any additional electrical appliances brought on to site by staff included in inspection/ testing regime. Staff to ensure sockets not overloaded and minimise use of extension leads. (Daisy chaining of extension leads to be avoided) | <ul style="list-style-type: none"> Install additional sockets in the two large spaces to be used by larger groups for teaching and learning. Portable appliance testing undertaken at interval suitable for type of equipment and frequency of use by a competent person. | Stephen Hague | June 2017 | √ |
| 1.5 | Electrical installation | <ul style="list-style-type: none"> Any damage noticed to sockets is reported and communicated to site manager. Access to electrical equipment/switchgear restricted to authorised personnel. Teaching and practice rooms are free of all combustible storage | <ul style="list-style-type: none"> Fixed wire test to be conducted in June 2017 by a competent person and thereafter every 5 years. | Stephen Hague | June 2017 | √ Completed and certificate issued. |
| 1.6 | Smoking | <ul style="list-style-type: none"> There is a 'No Smoking' policy in place on the site, with adequate signage around the building. Smokers are directed to designated smoking areas outside of the premises. | | | | |
| 1.7 | Arson | <ul style="list-style-type: none"> No shrubs/trees within 6 meters of the building. Intruder alarm (CTEC CFP Series, Expo Alarm Service) in place to prevent risk of arson. All visitors required to sign in / wear badges. Staffed reception area manned at all times Number of entrance points to the building minimised Site secured when unoccupied (shutters, alarmed) | <ul style="list-style-type: none"> Access control systems to be installed. Install CCTV Clear signage externally to ensure adequate visitor control to the site. | Martin Heaton | July 2017 | Partial |

| SOURCES OF FUEL | | | | | |
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| 2.1 | Flammable liquids/ chemicals eg cleaning products, aerosols | <ul style="list-style-type: none"> Flammable liquids are kept to a minimum on the premises and stored in clearly labelled, original containers. Procedures for spillage in place | | | |
| 2.2 | General storage of items which will burn (combustibles) e.g. paper, furniture, textiles, soft furnishings, Christmas decorations, | <ul style="list-style-type: none"> All combustible items are stored away from sources of ignition and heat. No storage in boiler room. Storage of materials near to electrical switchgear is avoided. Site manager monitors areas for unauthorised storage. Storage of combustibles is kept to a minimum. Regular housekeeping is undertaken to ensure that unwanted or unused items are not stored on the premises All upholstered furniture, soft furnishings and textiles meet recognised fire performance standards. Cloakrooms are separated from general circulation spaces. | | | |
| 2.3 | Storage and management of waste on the premises | <ul style="list-style-type: none"> Waste bins inside the premises are emptied regularly, ideally on a daily basis. Waste storage is kept to a minimum, recycling or waste collection undertaken regularly. No waste is stored outside of the buildings to reduce the likelihood of arson occurring. | | | |
| 2.4 | Flammable gases, eg LPG in tanks or cylinders | <ul style="list-style-type: none"> No flammable gases stored on site. | | | |
| 2.5 | Laundry filters | <ul style="list-style-type: none"> Towels, tea towels, etc are taken to the local laundrette. | | | |

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| 2.6 | General Housekeeping on the premises | <ul style="list-style-type: none"> General housekeeping is undertaken on a daily basis and the premises is kept tidy Fire escape routes and exit doors are not used for storing waste materials | | | | |
| 2.7 | Drinks | <ul style="list-style-type: none"> No drinks allowed in rehearsal, recording, computer space other than plastic bottles of water with sports caps. | | | | |
| 3. SOURCES OF OXYGEN (reduce) | | | | | | |
| 3.1 | Fresh air and mechanical ventilation | <ul style="list-style-type: none"> All windows, doors and other openings not required for ventilation are closed when possible and always closed out of hours. | | | | |
| 4. STRUCTURAL FEATURES (Control fire spread) | | | | | | |
| 4.1 | Suspended ceilings on the premises | <ul style="list-style-type: none"> Suspended ceilings had been considered as an alternative to boxing in some pipes. After considering the additional fire risk of suspended ceilings a decision has been made to box the pipes in instead. | <ul style="list-style-type: none"> Cloakroom area – box pipes in. | Mark Bennett | June 2017 | Change of use planned |
| 4.2 | Voids | | <ul style="list-style-type: none"> Install smoke detector and fire alarm sensor in loft. Loft area to be cleared of any combustible materials. | Jackie Manning | June 2017 | √ |
| 4.3 | Holes in the ceiling, partition walls around pipe work and cables. | <ul style="list-style-type: none"> Partition walls are new, free from defects/damage. Any damage to be reported and action taken, ie fill holes to help prevent the spread of fire. Visual inspection of building for any damage, including monitoring of all recently conducted work. | | | | |
| 4.4 | Combustible materials in escape routes | <ul style="list-style-type: none"> Displays within escape corridors and circulation spaces to be kept to a minimum. No displays down stairways which are part of escape routes or where there is only one direction of escape. | <ul style="list-style-type: none"> When putting up notice boards, ensure no more than 3m wide, with a gap between notice boards on the same wall of at least 1m. | Martin Heaton | June 2017 | √ |

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| 4.5 | Inner rooms | <ul style="list-style-type: none"> • Automatic smoke detectors in all outer rooms and corridors. • Maximum of 20 people using an inner room. • Outer room is not an area of high fire risk (Max 60 people when performance on). • Travel distance from any point in inner room to the exit from the outer room is considerably less than 18M. | | | | |
| 5. FIRE DETECTION AND WARNING (Alerting building occupants) | | | | | | |
| 5.1 | How is the alarm raised? | <ul style="list-style-type: none"> • On discovering a fire, the closest break glass call point is activated and evacuation begins. • The responsible person is informed and emergency services called. • Main panel located in secure cupboard near reception area. | <ul style="list-style-type: none"> • Upgrading fire alarm system to one more suitable for increased occupancy of the building. • Upgraded alarm will be automatically activated in the event of a fire. • Ensure zone chart in place next to alarm panel. • Manual alarm system to BS 5389 activated by break glass call points. • All exits to buildings are provided with manual call points that are unobstructed and clearly visible. • Detail if the alarm has a battery back-up power supply or is mains powered only. • Need to detail any interface between fire alarm system and other systems eg smoke control systems, release for electronically locked or held open doors etc. | Martin Heaton / Fire Alarm Contractor | June 2017 | Fire company has done most of this work and remainder is planned. |
| 5.2 | Are there places where the alarm might not be heard? | <ul style="list-style-type: none"> • Weekly tests show that the alarm can be heard from every room in the building. (CTEC CFP Series, Expo Alarm Service). Recorded weekly in the book. | <ul style="list-style-type: none"> • As an added precaution with the main business being music and music technology, strobe lighting to be installed in case the noise from music is at a higher level than that of the alarm. | Stephen Hague | June 2017 | √ |

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| 5.3 | Awareness of staff and visitors | <ul style="list-style-type: none"> Staff and students are initially advised of the fire procedure and how to raise alarm at induction, this process is carried out on the first day in the building and is recorded. Visitors to the building are given guidance on what to do in the event of an evacuation. | <ul style="list-style-type: none"> Ensure procedures are posted in all classrooms and practice rooms and fire action notices are completed and posted by each break glass call point. | Jackie Manning | May 2017 | √ |
| 5.4 | Testing of the fire alarm | <ul style="list-style-type: none"> A weekly fire alarm (CTEC CFP Series, Expo Alarm Service) test is carried out at different times each week to ensure a wide coverage of classes, staff, students, visitors. All tests are recorded. These tests are recorded and any defects reported. | <ul style="list-style-type: none"> Alarm to be linked to call points Call points are numerated to aid identification and ensure regular testing | Jackie Manning | June 2017 | √ |
| 5.5 | Testing of smoke detectors | <ul style="list-style-type: none"> Smoke detectors are checked and tested on a weekly basis by a nominated person. These tests are recorded and any defects reported. Inspection / maintenance records kept in fire log book. | | | | √ |
| 5.6 | Alarm system servicing | <ul style="list-style-type: none"> Alarm has been checked by an external contractor in May 2017 and a decision made to upgrade in line with taking on groups of students. | <ul style="list-style-type: none"> Arrangements have been made to upgrade the alarm system with a competent contractor who will service the system at 6 or 12 monthly intervals, depending on the system installed. | Martin Heaton / Fire Alarm Contractor | June 2017 | In progress |
| 6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect) | | | | | | |
| 6.1 | Fire equipment on premises is identified (eg extinguishers) | <ul style="list-style-type: none"> A comprehensive list is kept in the fire log book. All fire fighting equipment marked on fire/evacuation plan. | | | | |
| 6.2 | Location and suitability of fire fighting equipment | <ul style="list-style-type: none"> Building has 2 floors, ground floor is 210m, second floor slightly smaller as the reception area on ground floor is double-storey. There are 9 extinguishers in the building, 4 on the ground floor and 5 on the first floor which exceeds the minimum requirement of 2 extinguishers per floor with a combined rating of at least 26A (unless it is an upper floor of less than 100m²)¹ (sited so that no person need travel more | | | | |

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| | | <p>than 30 metres to reach an extinguisher)</p> <ul style="list-style-type: none"> • Sufficient extinguisher types appropriate for local risks: CO2 for electrical risks and foam for paper, wood, plastics. • Extinguishers are fixed near exit doors and at appropriate heights. • All firefighting equipment is conspicuous and not blocked or obscured. Signs are displayed where equipment is located. • Fire break glass points accessible on all fire exit routes. | | | | |
| 6.3 | Inspection and testing of fire fighting equipment | <ul style="list-style-type: none"> • Weekly check is undertaken to ensure extinguishers are in the correct location and not tampered with. • Extinguishers are inspected annually by a competent engineer. Inspection details are kept in the fire log book and inspection date written on the back of each extinguisher. (Last inspection date: 20th April 2017) | | | | |
| 7. MEANS OF ESCAPE AND ESCAPE TIMES | | | | | | |
| 7.1 | Fire drills | <ul style="list-style-type: none"> • Regular fire drills are undertaken (termly) False alarms can be counted as fire drills. • Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff. | | | | |
| 7.2 | Nominated person/s | <ul style="list-style-type: none"> • Nominated person/persons in charge in the event of a fire alarm (CTEC CFP Series, Expo Alarm Service) activation identified in the local H&S Policy and fire procedures. A deputy is identified to cover with the building being open 70 hours/week. • Identified fire marshals play a useful role in sweeping areas of the building to ensure they have been evacuated. These named people are identified in the site evacuation procedure with responsibility for specific areas and instruction given. | | | | |

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| 7.3 | Means of escape | <ul style="list-style-type: none"> • Adequate means of escape available from all parts of the building. No fire evacuation route requires exit from a low risk area through a higher fire risk route. • Escape routes are available which lead in different directions to places of safety (i.e. a place beyond the building in which a person is no longer in danger). • For out of hours use where only part of the building may be used, adequate routes are still maintained. • Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks. | | | | |
| 7.4 | Evacuation times | <ul style="list-style-type: none"> • Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minute. All fire evacuations have been less than 3 minutes. | | | | |
| 7.5 | Evacuation of staff and visitors (day & night) | <ul style="list-style-type: none"> • Written fire procedures are available and regularly reviewed annually. • Emergency procedures provided to all staff, students and visitors. • Lighting is adequate, especially during the night and in the winter months. • Emergency lighting available where building used outside of ambient daylight hours. • Risk assessments for particular groups of people ensure provision for safe evacuation from the building for service users with health/support plans and PEEP's. | <ul style="list-style-type: none"> • Add specific fire procedures to reflect evacuation in circumstances such as public examinations. | Jackie Manning | May 2017 | √ |
| 7.6 | Refuge/safe areas a place of reasonable safety in which disabled people can wait for assistance to evacuate the building | <ul style="list-style-type: none"> • When applicable, identified refuge areas will be used where people with mobility difficulties will wait to be helped with evacuation. • Individuals will not be left alone in refuge areas, an identified person will wait with the individual. <p>Fire refuge leads directly to a fire resisting escape route.</p> <p><i>We are not assuming that the fire Service will evacuate those left in the refuge. There are temporary waiting areas and the site must be able to evacuate everyone if required.</i></p> | <ul style="list-style-type: none"> • Ensure Refuge sign in the refuge area. • Ensure practice evacuation carried out when wheelchair user in the building. | Jackie Manning | May 2017 | √ |

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| 7.7 | Fire exit doors | <ul style="list-style-type: none"> • Fire exit doors are checked daily as part of routine opening up procedures to ensure that they work properly and are free from obstruction. • Fire exits easily openable in one operation without the need for a key or code. • Main Rear Fire Exit door opens in direction of travel. | | | | |
| 7.8 | Internal fire doors | <ul style="list-style-type: none"> • All fire doors are identifiable with signage and fitted with self-closures. • Fire doors are kept closed at all times. May be left open for short periods in exceptional circumstances, as long as they are closed as soon as possible afterwards. • Fire doors are always closed at night • Fire doors close properly and have no damage. Where damage is identified this would be recorded and passed to the relevant persons for repair. | | | | |
| 7.9 | Evacuation chairs | <ul style="list-style-type: none"> • Not currently applicable. | <ul style="list-style-type: none"> • There are plans to install a chair lift for students with mobility difficulties. At this point we will ensure an evacuation chair is provided where staff / service users with mobility difficulties access upper floors. A sufficient number of staff to be trained in their use. | Jackie Manning | August 2017 | Not yet done |
| 8. SIGNAGE & LIGHTING | | | | | | |
| 8.1 | Fire signage | <ul style="list-style-type: none"> • All final fire exit doors / routes are clearly marked with a green pictogram/graphic symbol (the 'running person' symbol BS5449), including photo luminescent signs. • All signs are located in positions where they can be clearly seen (no signage obscured). | | | | |

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| 8.2 | Fire assembly points | <ul style="list-style-type: none"> All those using the building are aware of the location of fire assembly points Fire assembly points are located in a safe area and are clearly signed (away from the building so as to avoid breaking glass etc and would not be in the way of access for the fire brigade) | | | | |
| 8.3 | Lighting on fire escape routes | <ul style="list-style-type: none"> All escape routes are sufficiently lit for people to see their way out safely. Emergency lighting is sited so that it will illuminate escape routes. | <ul style="list-style-type: none"> As an added precaution with the main business being music and music technology, strobe lighting to be installed in case the noise from music is at a higher level than that of the alarm | Stephen Hague | June 2017 | In progress |
| 8.4 | Emergency lighting | <ul style="list-style-type: none"> Emergency lighting is checked monthly and a record kept in the fire log book (checks that emergency lighting stays on once main power is cut). | <ul style="list-style-type: none"> A full discharge test and certification of the emergency lighting to be carried out annually. | Martin Heaton | July 2017 | |
| 9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation) | | | | | | |
| 9.1 | Local emergency evacuation plan in place | <ul style="list-style-type: none"> There is a plan for raising the alarm, evacuating the building and calling the Fire & Rescue Service. Visitors, contractors and members of the public are considered as part of the plan. All fire assembly points are suitable clearly identified Fire action notices are in place and up to date. In general fire action notices posted next to all fire alarm call points. Fire drills are formally reviewed to identify problems encountered and any further actions required. Access route for emergency vehicles available and kept clear. | <ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) are in place where required and are reviewed regularly with individual concerns and/or if situations change. | Jackie Manning | May 2017 | √ |
| 9.2 | Training and/or instruction on evacuation arrangements for all staff | <ul style="list-style-type: none"> New employees receive instruction on the action to take in the event of a fire at their induction on their first day of employment Existing employees receive refresher training (via fire drills) and/or instruction on what to do in the event of a fire e.g. through team meetings. | | | | |
| 9.3 | Specialist training in the event of an | <ul style="list-style-type: none"> Fire wardens/marshals are fully trained in their duties and responsibilities and this training is refreshed as necessary. There are an adequate number of personnel able to use | <ul style="list-style-type: none"> Once stair lift is fitted, training to be rolled out for evacuations of student with mobility difficulties using | Jackie Manning | August 2017 | N/A |

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| | emergency for relevant staff | <p>extinguishers or other firefighting equipment.</p> <ul style="list-style-type: none"> Adequate numbers of personnel are trained to assist in an emergency, eg fire wardens/marshals aiding people with mobility impairments (currently this is in place for ground floor). | evacuation chair. | | | |
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Assessment review date: 01/05/2018 (usually within one year, or earlier in the event of an incident, a change in conditions or if more frequent review is warranted)