



**Fire Safety Risk Assessment - White Rose House.**  
**July 2018**

Hazards	People at Risk	Existing control measures	Additional control measures required.	Monitoring
<b>Electrical equipment.</b> Risk - over heating, inappropriate use, poor or faulty installation and maintenance.	All visitors.	All electrical equipment used in the building is designed to, installed and maintained to appropriate British Standards. Low surface temperature radiators have been installed. A description of 'inappropriate use' is highlighted in the fire pack.	Install insulation on piping.	Checks and testing to be carried out by qualified personnel only. Regular checks by qualified electrician Annual PAT testing.
<b>Heating appliances.</b> Risk - over heating, inappropriate use, poor or faulty installation and maintenance.	All visitors.	All electrical & gas appliances used in the building are designed to, installed and maintained to appropriate British Standards. A description of 'inappropriate use' is highlighted in the fire pack.		Regular checks. Annual PAT testing. Boiler serviced annually on a maintenance contract. Carbon monoxide detector next to boiler.
<b>Smokers' materials.</b> Risk - discarded matches and cigarettes.	All visitors.	All the building has signage stating no smoking. The building and grounds are a designated no smoking zone.		Regular checks.
<b>Arson.</b> Risk - setting fire to buildings and grounds.	All visitors.	Entrance gates to the grounds of the building. All windows and doors are UPVC and have security locks. External PIR security lighting installed in the grounds. Provision of a metal 'wheelie bin'.		Regular checks.

<p><b>Paper &amp; Rubbish.</b> Risk - inappropriate storage, accumulation of combustible waste.</p>	All visitors.	<p>All paper, card and other flammables materials to be stored correctly and waste materials removed daily. Provision of a metal 'wheelie bin'. Recycling materials to be kept as per notice in kitchen and cleared by the cleaner.</p>		Regular checks.
<p><b>Walls, ceilings, doors.</b> Risk - spreading fire to other parts of building</p>	All visitors.	<p>Fire detection and warning equipment is installed throughout the building. Mains connected smoke detector. See alarm system below. Walls are of brick construction and all doors have self closers. Fire pack to include a map of the building.</p>		Regular checks validated through the alarm log book.
<p><b>Storage Facilities.</b> Risk-flammable materials stored in the building, proximity to heat sources, generation of noxious fumes</p>	All visitors.	<p>Designated areas for storage of combustible materials to be identified, both on a permanent and temporary basis. Cleaners' cupboard, store two, camp store - all these cupboards feature fire doors. Fire pack to provide advice on suitable storage locations, and dealing with potentially noxious fumes.</p>	COSHH statements for cleaning equipment.	Regular checks. Discussions with cleaner.
<p><b>Furniture.</b> Risk - highly combustible, fire proof? generation of noxious fumes, inappropriate use'</p>	All visitors.	<p>A description of 'inappropriate use' is highlighted in the fire pack. As above.</p>		Regular checks to reduce potential risks.
<p><b>Means of Escape.</b> Risk - occupants becoming trapped, poor provision and identification of escape means.</p>	All visitors.	<p>Recommendation in the fire pack, that all weekend/overnight hall users conduct a fire drill. All fire exits and escape routes to be suitably indicated and kept clear at all times. Map of buildings and escape routes included in the fire pack. The building design includes exit provision for those with disabilities Distance of travel addressed via fire pack.</p>		Regular checks.

<p><b>Fire fighting Equipment.</b> Risk - inappropriate use, lack of knowledge, poor or faulty installation and maintenance.</p>	<p>All visitors.</p>	<p>Appropriate fire fighting equipment is provided as agreed by the local fire Officer. Instructions for use are provided within the fire pack.</p>		<p>Equipment checked and updated regularly by Advanced Fire Services</p>
<p><b>Alarm system.</b> Risk - poor maintenance.</p>	<p>All visitors.</p>	<p>An alarm and emergency lighting are maintained and records kept.</p>		<p>Lights - Weekly on off test (check neon light) Quarterly a partial discharge test of 30 minutes. Annually a full discharge test of 1 hour Fire alarm - Regular testing from different call points</p>
<p><b>Detection and Warning.</b> Risk - not heard, occupants being unaware of fire. Poor or faulty installation and maintenance.</p>	<p>All visitors.</p>	<p>Fire pack to include setting and activating the alarm. Testing of all detection and warning equipment to European regulatory standards. All electrical equipment used in the building is designed to, installed and maintained to appropriate British Standards.</p>		<p>Biennial PAT testing. Regular fire alarm tests. Validation.</p>

As a result of the risk assessment we identified the need to provide a more comprehensive fire plan of the building for visitors. A fire pack has been drawn up and is attached to this document.