


## Fire Risk Assessment

<b>Location:</b>	Derwentwater Independent Hostel		<b>Date of assessment:</b>	24 <sup>th</sup> February 2019
<b>Completed by:</b>	Tim Butcher		<b>Review date:</b>	24 <sup>th</sup> February 2020
<b>Signature:</b>			<b>Notes:</b>	The hostel is open and staffed from 7.00am to 11.00pm and outside these hours relies on live in staff available to respond and manage a fire evacuation
<b>Manager:</b>	Tim Butcher		<b>Contact details:</b>	017687 77246
<b>Maximum likely occupancy level:</b>	Staff:	9	<b>Overview of premises use:</b>	Hostel is housed in a 230 year old Georgian House and is a busy hostel, primarily for groups but also for families and individuals  There is limited day use and a drop in café operates during the day.  There are 7 live in staff
	Guests:	88		
	Other:	20 Non resident		
	<b>Total:</b>	<b>120 max</b>		
<b>Monitoring systems</b>	<b>Fire Detection system &amp; alarm to L1 standard - not remotely monitored.</b>		<b>Staff on Site</b>	<b>7 live in staff</b>

### IDENTIFIED SOURCES OF FIRE RISK

Sources of ignition	Sources of fuel	Sources of oxygen
Fixed electrical installation/equipment Portable electrical appliances Fryer Microwave Electric Cookers Open fire in lounge	Stored combustible materials Presence of paper, food, dust and debris Flammable chemicals (inc. aerosols) Building structure	General building ventilation

## Fire Risk Assessment Form

### DOCUMENTATION

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
1	Have all actions from the previous fire risk assessment been addressed?	X						
2	Is the fire log book fully up to date with all required entries?	X						
3	Evidence that all fire safety equipment has been maintained by a competent person at required intervals	X						
4	Is there a robust risk assessment covering the presence of naked flame (i.e. open fires, self catering kitchen use etc)?	X						

### SITE ARRANGEMENTS

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
5	Is the no smoking policy adhered to?	X						
6	Is there a suitable, signed, designated smoking point and are receptacles emptied regularly?	X						
7	Does the hostel manager understand the requirement to manage contractors and hot working?	X						
8	Are all gas cylinders stored in a well-ventilated secure area and risk assessed?			X	<i>No gas on site</i>			



## Fire Risk Assessment Form

### HOUSEKEEPING

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
12	Is all furniture in good repair (i.e. no chairs with exposed foam filling)		X		All new furniture conforming to relevant BS standards . Damaged chairs in the TV lounge replaced in 2018			
13	Are all soft furnishings suitably fire resistant?	X						
14	Are combustible materials stored neatly and tightly packed,away from sources of ignition?	X						
15	Are all doors and windows not required for ventilation closed?	X			Where not currently on door guards or mag locks Fire doors are opened during service in the Catering area and closed outside of service hours.	Hostel Manager	On going	
16	Are waste bins regularly emptied to an outside bin store?	X						
17	Is the external bin store positioned away from buildings with a cover/lid on each bin?		X		Bins are stored against the building but are considered low risk. All bins have lids and are emptied regularly. As part of a future refurbishment a screen bin area will be created away from the building.	Hostel Manager	2020	
18	Are storage arrangements for flammable chemical products/solvents suitable?	X			All flammable liquids to be stored in locked cupboards in the cellar where applicable.	HM	Ongoing	
19	Are all escape routes free from obstruction/trip hazards (including stairways)?	X						
20	Are all escape routes free from unnecessary ignition sources and combustible materials?	X						
21	Are all electrical socket devices arranged so that no more than one extension is used per socket?	X						
22	Are extension leads uncoiled prior to use to prevent heat build up?	X						

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## SIGNAGE

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
23	Is there appropriate signage in oil storage/tank areas?		X		Signage on tanks installed in 2018			
24	Is the assembly point clearly marked by signage and in a sensible and suitable place?	X						
25	Are fire action notices posted prominently throughout the premises with accurate information?	X			Fire action notices replaced and integrated with bedroom notices to eliminate risk of tampering in 2018			
26	Do all fire safety signs incorporate pictograms for non-English speaking occupants?	X						
27	Does evacuation signage lead you to an exit door from any point within the building	X						
28	Are push bar doors, or those with panic bolts etc clearly signed with opening instructions?	X			Outdated break glass bolt style door mechanism at foot of stairs from 10,11 & 12 replaced with push pad in 2018.			
29	Are all fire doors signed 'Fire Door-Keep Shut'?	X			All fire doors checked and adjusted with repairs carried out as necessary in Jan 2019			
30	Are all automatic fire doors signed 'Automatic Fire Door-Keep Shut'?			X				

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### GENERAL SYSTEMS AND EQUIPMENT

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
31	Are all heat generating appliances (both gas and electric) used as intended and in a suitable condition?	X			Old electric heaters disposed of in 2018			
32	Is there evidence that gas equipment has been maintained by a competent person?			X				
33	Are gas hoses/equipment suitably protected from causes of damage and regularly checked?			X				
34	Are extraction systems cleaned and maintained at a suitable frequency?	X			Self catering kitchen fan is now cleaned frequently to avoid build up on grease. Catering kitchen ducting and fan is professionally cleaned annually.			
35	Are oil storage tanks positioned away from areas of potential impact (i.e. traffic routes)?	X						
36	Are all bunds, tanks and pipe work regularly inspected for signs of damage by the HM?	X			Oil tank by HM House emptied of water in 2018, caused by poorly fitting lid, now repaired.			
37	Are all heaters suitably guarded, fixed position, away from combustibles and switched off when not in use?	X						
38	Has the fixed wiring test (FWT) been conducted to satisfaction within the last 5 years?		X		5 year fixed wiring test booked for March 2019 with Andrew Pepper	Hostel Manager	H	
39	Does the fixed wiring installation appear to be in good order (i.e. no scorch marks, damaged sockets)?	X			Electrical faults reported and repaired immediately by electrician			
40	Are electrical distribution boards secured and covered with non-combustible materials (i.e. metallic housing)?	X						
41	Are electrical distribution cupboards/areas free from combustible materials?	X						
42	Are portable appliances in good condition and within reasonable PAT test date?	X						



## Fire Risk Assessment Form

### PASSIVE FIRE PROTECTION MEASURES

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
51	Are all floors, walls and ceilings constructed from suitable materials (or covered with suitable finish)?	X						
52	Are all walls and ceilings in tact, with no holes or gaps which fire/heat could easily penetrate?		X		Gaps between boiler room and drying room filled in 2018.  Gaps require filling around pipe work in cellar where heating pipes go from cellar to below games room	Hostel Manager	M	
53	Are repairs to walls/ceilings made from suitable fire resistant materials?	X						
54	Are all fire doors fitted with self-closing devices?	X			Fire door repairs and adjustments to all doors carried out in Jan 2019.			
55	Do all fire doors close fully, creating an effective smoke seal (presence of smoke seals etc where necessary)?	X			Fire door repairs and adjustments to all doors carried out in Jan 2019			
56	Are all fire doors in a good state of repair, including the frame with no gaps or holes?	X			Fire door repairs and adjustments to all doors carried out in Jan 2019			



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### EMERGENCY ARRANGEMENTS

Ref	Criteria	Yes	No	N/A	Additional Control(s) Required/Implemented	Action Owner	Urgency (H,M,L)	Done
57	Is there an adequate fire evacuation procedure, and are the relevant staff members trained in carrying this out?	X			A redrafting of the fire evacuation procedure is planned for March 2019 when new staff start	Hostel Manager	M	
58	Do emergency arrangements consider those with disability/impairment and associated evacuation aids?	X						
59	Are staff members trained in the correct use of evacuation aids?			X				
60	Are doorways and corridors of wheelchair accessible areas suitable width?	X			Hostel does not currently have bedrooms that are wheelchair accessible, so this relates to public ground floor areas.			
61	Are escape routes of adequate width given the likely volume of traffic?	X						

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62	Do fire exit doors on high traffic routes open in the direction of travel?		X		Door by room 6 opens in the wrong direction, but is at the top of the stairs so has to open inwards. The main front door also opens inwards.  New fire evacuation plan includes provision for staff member to be stationed at these two points to aid an evacuation  All fire doors to be changed at refurbishment.	HM	L	
63	Do all accommodation areas have alternative means of escape?	X						
64	Are all fire escapes accessible, readily opened and in good condition?	X			Escape from staff accommodation tested and assessed during fire officers visit in September 2018.			
65	Are refuge areas of adequate size, and clearly signed?			X				
66	Are escape routes sufficiently lit (natural or EM light) to enable safe evacuation?		X		Outside lighting replaced in 2018  Lighting and emergency lighting installed in stairwell in January 2019			
67	Does the premises have a fire folder, readily available and in an obvious place with relevant contents?	X						
68	Has a secondary emergency assembly point been identified by the manager?		X		If required to move away from the assembly point guests will gather on the lawn.			
69	Have a sufficient number of staff been trained in fire safety and awareness?		X		Virtual College online fire training to be arranged	Hostel Manager	L	
70	Are procedures in place to ensure that group bookings receive instructions on fire safety arrangements?	x			Group Fire Safety script to be introduced to allow group leaders to deliver fire induction	HM	M	

# Fire Risk Assessment Form

## FIRE FOLDER SPECIFICATION

Further to the assessment above, the following specification is required for the emergency 'fire folder' to be readily available at all times.

Ref	Criteria	Yes	N/A	Notes
1.0	<b>Laminated plan of the site</b>	X		Located by Fire Panels
1.1	Including location of pressurised cylinders		X	
1.2	Including location of gas isolation point(s)		X	
1.3	Hi vis jacket	X		To be provided in fire box
2.0	<b>Current bed plan identifying occupants</b>	X		
3.0	<b>Wind up torch</b>	X		Battery powered with replacement batteries