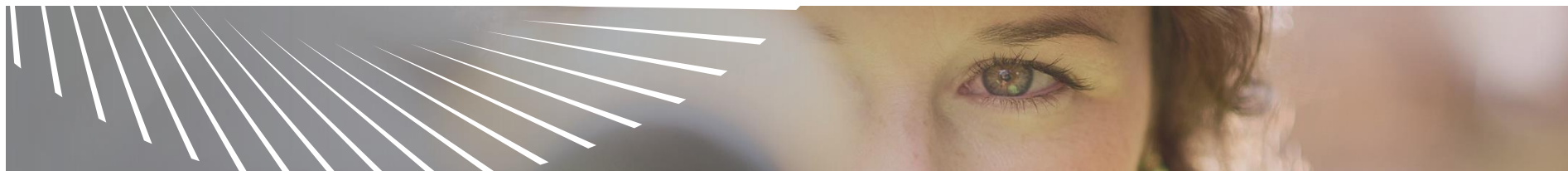

Markfield Parish Council

Markfield Community and Sports Centre Fire Risk Assessment

Risk Rating: **Tolerable**



January 2023



Contact Information

Client: Markfield Parish Council
Markfield Community and Sports Centre
Mayflower Close
Markfield
Leicestershire
LE67 9ST

Client Lead: Chris Lambert

Tel: 01530 242240

Email: admin@markfieldpc.org.uk

Prepared By: Focus Consultants 2010 LLP
Focus House
Millennium Way West
Phoenix Business Park
Nottingham
NG8 6AS

Project: Markfield Community and Sports Centre

Document Title: Fire Risk Assessment

Date: January 2023

Authorised By: Keith Butler, Partner

Signature:



Focus Offices

NOTTINGHAM

Focus House
Millennium Way West
Phoenix Business Park
Nottingham
NG8 6AS
T: 0115 976 5050
E: enquiries@focus-consultants.com

LONDON

45-46 Lower Marsh
London
SE1 7RG
T: 0203 096 9717
E: londonenquiries@focus-consultants.com

LEICESTER

Olympus House
Unit 3, Main Street
Kirby Muxloe
Leicestershire
LE9 2AL
T: 0116 275 8315
E: leicesterenquiries@focus-consultants.com

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1.0 Introduction

1.1 Instructions

Focus Consultants 2010 LLP were commissioned to undertake an independent Fire Risk Assessment (FRA) to the subject property in order to comply with the Regulatory Reform (Fire Safety) Order 2005.

This assessment takes into account the Client's particular instructions and requirements and addresses their priorities at that time. This report was not intended for, and should not be relied on by, any third party, and no responsibility is undertaken to any third party in relation to it.

The aim of this report is to summarise the findings of the fire risk assessment, and to provide recommendations on actions needed to reduce risk of fire and comply with the Regulatory Reform (Fire Safety) Order 2005 are presented.

1.2 Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006 and amends and consolidates a significant number of areas of fire safety law that previously were in place such as the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

The Order places a general duty of fire safety care on employers, occupiers and owners of almost all premises and requires them to provide and maintain adequate fire precautions. Responsibility for complying with the Fire Safety Order rests with the 'responsible person'.

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible.

If there is more than one responsible person in any type of premises, they must all take reasonable steps to work with each other.

1.3 Scope of this Fire Risk Assessment (FRA) Report

The risk assessment has been undertaken using the methodology and format set out under British Standard PAS 79: 2012 and is for life risk only. The implementation of any findings and recommendations made in this report is the responsibility of the responsible person.

1.4 Limitations

This report is based solely on the observations made during the site survey, information gathered during any site meeting/discussions with the Responsible Person(s) or their agents and the documentation made available to us. We have not undertaken any physical tests or opening up of inaccessible elements as part of this risk assessment.

This report is provided solely for Responsible Person and should not be relied upon by third parties.

1.5 Risk Assessment and Action Plan

The significant findings identified during the assessment together with recommendations of ways to reduce risks and help to comply with the Regulatory Reform (Fire Safety) Order 2005 are included within a separate Action Plan section.

2.0 Executive Summary

Property:	Markfield Community and Sports Centre
Address:	Mayflower Close, Markfield, Leicestershire LE67 9ST
Responsible person:	Chairperson, Markfield Parish Council

Assessor:	Keith Butler - Focus Consultants 2010 LLP
Assessment date:	26 th January 2023
Suggested date for review:	Within the next five years
<i>Reviews maybe required at an earlier time if there is reason to suspect that it is no longer valid; if there is a significant change to the matters to which it relates or if a fire occurs</i>	
Scope of assessment:	Visual inspection only
Person(s) consulted:	Centre Manager

The premises	
Number of floors:	1
Approximate floor area:	800m ²
Brief details of construction:	Steel frame with masonry walls, concrete floors and a concrete tiled roof
Use of premises:	Community and sports centre

Life safety systems	Installed
Emergency lighting	Yes
Automatic fire detection	Yes
Smoke ventilation	N/A
Portable fire extinguishers	Yes
Dry riser(s)	N/A
Fire fighting lift(s)	N/A
Comments:	

The occupants	
Approximate maximum number:	60
Approximate number of employees at any one time:	3 (part time)
Maximum number of members of public at any one time:	57

Occupants especially at risk from fire	
Sleeping occupants	No
Disabled occupants	Yes
Occupants in remote areas and lone workers	No
Young persons	Yes

Fire loss experience
None

Other relevant information

Relevant fire safety legislation	
Applicable Legislation:	Regulatory Reform (Fire Safety) Order 2005
Enforced by:	Local Fire & Rescue Services
Other Legislation:	
Enforced by:	

3.0 Overall Risk Score

Likelihood of Fire	Potential Consequences of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of the risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: **Medium**

In this context a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be: Slight **harm**

In this context a definition of the above terms is as follows: -

- Slight:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs)
- Moderate:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is not likely to involve multiple fatalities
- Extreme:** Significant potential for serious injury or death of one or more occupants

Accordingly, it is considered that the risk to life from fire at these premises is: **Tolerable**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based upon one advocated by BS 8800 for general health and safety risks.

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the action plan. The fire risk assessment should be reviewed regularly)

4.0 Fire Risk Assessment

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL			
1.00	ELECTRICAL SOURCES OF IGNITION		
1.01	Reasonable measures taken to prevent fires of electrical origin?	Yes	Photovoltaic panels are installed to the roof.
1.02	Fixed installation periodically inspected and tested?	No	The fixed installation was last tested in October 2015, and is therefore overdue for reinspection.
1.03	Portable appliance testing carried out?	No	It was confirmed that testing to the main building was undertaken in 2022, however the equipment in the office areas is overdue.
1.04	Suitable policy regarding the use of personal electrical appliances?	Yes	It was confirmed that a suitable policy is in place.
1.05	Suitable limitation of trailing leads and adapters?	Yes	The extent of leads is considered typical for this type of premises.
2.00	SMOKING		
2.01	Reasonable measures taken to prevent fires as a result of smoking?	Yes	Smoking is not permitted on the site.
2.02	Smoking prohibited in the building?	Yes	Smoking is not permitted on the site.
2.03	Smoking prohibited in appropriate areas?	Yes	Smoking is not permitted on the site.
2.04	Suitable arrangements for those who wish to smoke?	Yes	Smoking is not permitted on the site.
2.05	This policy appeared to be observed at time of inspection?	Yes	Smoking is not permitted on the site.
3.00	ARSON		
3.01	Does basic security against arson by outsiders appear reasonable? <i>(reasonable only in the context of this risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.)</i>	Yes	The building perimeter is fully accessible externally.
3.02	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL			
4.00	PORTABLE HEATERS AND HEATING INSTALLATIONS		
4.01	Is the use of portable heaters avoided as far as practicable?	Yes	
4.02	If portable heaters are used: Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	Yes	
4.03	If portable heaters are used: Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	
4.04	Are fixed heating installations subject to regular maintenance?	Yes	It was confirmed that the fixed heating installation is subject to regular maintenance.
5.00	COOKING		
5.01	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	
5.02	Filters changed and ductwork cleaned regularly?	N/A	
5.03	Suitable extinguishing appliances available?	Yes	
6.00	LIGHTNING		
6.01	Does the building have a lightning protection system?	Yes	
7.00	HOUSEKEEPING		
7.01	Is the standard of housekeeping adequate?	Yes	
7.02	Combustible materials appear to be separated from ignition sources?	No	Food items are being stored in the main electrical cupboard (see Photograph 1).
7.03	Avoidance of unnecessary accumulation of combustible materials or waste?	Yes	
7.04	Appropriate storage of hazardous materials?	Yes	
7.05	Avoidance of inappropriate storage of combustible materials?	Yes	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL			
8.00	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		
8.01	Are fire safety conditions imposed on outside contractors?	Yes	It is understood that the Premises impose safety conditions on all outside contractors.
8.02	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes	It is understood that where appropriate the Premises enforce suitable and sufficient control on works being undertaken by outside contractors.
8.03	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes	It is understood that where appropriate the Premises enforce suitable and sufficient precautions on all in-house maintenance personnel.
9.00	DANGEROUS SUBSTANCES		
9.01	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
10.00	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION		
10.01	Hazards		

FIRE PROTECTION MEASURES			
11.00	MEANS OF ESCAPE FROM FIRE		
11.01	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes	The premises is provided alternative means of escape from within the main places of assembly i.e. hall spaces. The main centre office is provided with its own external escape door.
11.02	Adequate design of escape routes?	Yes	
11.03	Adequate provision of exits?	Yes	
11.04	Exits easily and immediately open able where necessary?	Yes	
11.05	Fire exits open in direction of escape where necessary?	Yes	
11.06	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes	
11.07	Satisfactory means for securing exits?	Yes	
11.08	Reasonable distances of travel: Where there is a single direction of travel	Yes	
	Where there are alternative means of escape?	Yes	
11.09	Suitable protection of escape routes?	Yes	
11.10	Suitable fire precautions for all inner rooms?	Yes	
11.11	Escape routes unobstructed?	Yes	The primary escape route from the main centre office has a number of filing cabinets, and phone/data apparatus within it. As noted above this office does have an alternative fire exit.
11.12	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes	Subject to a suitable and sufficient risk assessment and training for any personnel required to provide assistance.

FIRE PROTECTION MEASURES			
12.00	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
12.01	It is considered that there is compartmentation of a reasonable standard. <i>(based on a visual inspection of readily accessible areas)</i>	Yes	<p>A number of doors designated as fire doors were found to be held open with cabin hooks. Given the alternative means of escape provided, the closing of these doors is assessed as being more of a property protection issue.</p> <p>Ceilings within rooms designated as places of special fire hazard i.e. electrical distribution board cupboard, boiler house, etc appear to be of plasterboard construction, which will offer a degree of fire resistance. The full type and specification of these could not be determined. Penetrations through these ceilings did not appear to be suitably fire-stopped (see Photograph 2).</p>
12.02	It is considered that there is: reasonable limitation of linings that might promote fire spread.	Yes	
12.03	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <i>(* a full investigation of the HVAC systems is outside of the scope of this fire risk assessment)</i>	N/A	
13.00	EMERGENCY ESCAPE LIGHTING		
13.01	Reasonable standard of emergency escape lighting system provided <i>(* based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out)</i>	Yes	A reasonable distribution of emergency escape lighting is provided. Elements of this appear to have been replaced relatively recently.
14.00	FIRE SAFETY SIGNS AND NOTICES		
14.01	Reasonable standard of fire safety signs and notices?	Yes	

FIRE PROTECTION MEASURES			
15.00	MEANS OF GIVING WARNING IN CASE OF FIRE		
15.01	Reasonable manually operated electrical fire alarm system provided? (<i>* based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standards carried out</i>)	Yes	Manual call points are provided as part of the wider automatic fire detection system.
15.02	Automatic fire detection provided?	Yes	A Grade A L4 detection and alarm system is provided. This appears to be slightly enhanced to some areas located off escape routes i.e the main sports halls.
15.03	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes	
15.04	Remote transmission of alarm signals?	Yes	It was confirmed that alarm signals are not remotely monitored.
16.00	MANUAL FIRE EXTINGUISHING APPLIANCES		
16.01	Reasonable provision of portable fire extinguishers?	Yes	The boiler room is provided with a dry powder type extinguisher, when used in closed quarters these can limit visibility.
16.02	Hose reels provided?	N/A	
16.03	Are all fire extinguishing appliances readily accessible?	Yes	
17.00	RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
17.01	Type of system	N/A	
18.00	OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT (<i>* relevant to life safety and this risk assessment (as opposed purely to property protection)</i>)		
18.01	Fire suppression system in main kitchen		
18.02	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	N/A	

MANAGEMENT OF FIRE SAFETY			
19.00	PROCEDURES AND ARRANGEMENTS		
19.01	Fire safety is managed by: (<i>* this is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment</i>)		The Centre Manager in conjunction with other staff members.
19.02	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes	The Centre Manager in conjunction with other staff members.
19.03	Is there a suitable record of the fire safety arrangements?	No	A review is required following the takeover of management responsibilities by the Parish Council.
19.04	Appropriate fire procedures in place?	No	A review is required following the takeover of management responsibilities by the Parish Council.
19.05	Are procedures in the event of fire appropriate and properly documented?	No	A review is required following the takeover of management responsibilities by the Parish Council.
19.06	Are there suitable arrangements for summoning the fire and rescue service?	Yes	Contacted by staff during main hours of use.
19.07	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes	Staff on site during the day.
19.08	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	It is understood that individual groups hiring/using spaces within the Centre shall be responsible for the evacuation of all relevant persons.
19.09	Is there a suitable fire assembly point(s)?	Yes	
19.10	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes	It is understood that individual groups hiring/using spaces within the Centre shall be responsible for the evacuation of all relevant persons.
19.11	Persons nominated and trained to use fire extinguishing appliances?	No	A review is required following the takeover of management responsibilities by the Parish Council.

MANAGEMENT OF FIRE SAFETY			
19.12	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	No	A review is required following the takeover of management responsibilities by the Parish Council.
19.13	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	No	A review is required following the takeover of management responsibilities by the Parish Council.
19.14	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.00	TRAINING AND DRILLS		
20.01	Are all staff given adequate fire safety instruction and training on induction?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.02	Are all staff given adequate periodic "refresher training" at suitable intervals?	No	A review is required following the takeover of management responsibilities by the Parish Council.
<i>Does all staff training provide information, instruction or training on the following?: (Items 20.03 to 20.11)</i>			
20.03	Fire risks in the premises?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.04	The fire safety measures in the building?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.05	Action in the event of fire?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.06	Action on hearing the fire alarm signal?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.07	Method of operation of manual call points?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.08	Location and use of fire extinguishers?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.09	Means for summoning the fire and rescue service?	No	A review is required following the takeover of management responsibilities by the Parish Council.

MANAGEMENT OF FIRE SAFETY			
20.10	Identity of persons nominated to assist with evacuation?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.11	Identity of persons nominated to use fire extinguishing appliances?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.12	Are staff with special responsibilities (e.g. fire wardens) given additional training?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.13	Are fire drills carried out at appropriate intervals?	No	There was no record of fire drills being carried out under the new Management. Whilst drills in these types of premises can be difficult to perform there may be an opportunity to explore this using volunteers or a regular user group.
<i>When the employees of another employer work in the premises:</i>			
20.14	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	No	A review is required following the takeover of management responsibilities by the Parish Council.
20.15	Is it ensured that the employees are provided with adequate instructions and information?	No	A review is required following the takeover of management responsibilities by the Parish Council.
21.00	TESTING AND MAINTENANCE		
21.01	Adequate maintenance of premises?	Yes	Based upon a simple visual inspection the premises appeared to be adequately maintained.
21.02	Weekly testing and periodic servicing of fire detection and alarm system?	No	It was confirmed that the automatic fire detection and alarm system is not being tested on weekly basis. It was confirmed that a third-party company (Tranter) undertake the periodic servicing.
21.03	Monthly and annual testing routines for emergency escape lighting?	No	It was confirmed that the emergency escape lighting system is not being tested on a monthly basis. It was confirmed that a third-party company (Tranter) undertake the annual servicing.
21.04	Annual maintenance of fire extinguishing appliances?	Yes	It was confirmed that fire extinguishing appliances are subject to annual maintenance (Tranter).

MANAGEMENT OF FIRE SAFETY			
21.05	Periodic inspection of external escape staircases and gangways?	N/A	
21.06	Six-monthly inspection and annual testing of rising mains?	N/A	
21.07	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A	
21.08	Weekly testing and periodic inspection of sprinkler installations?	N/A	
21.09	Routine checks of final exit doors and/or security fastenings?	Yes	It was verbally confirmed that these routine checks are being carried.
21.10	Annual inspection and test of lightning protection system?	Yes	It was confirmed that this had been undertaken in January 2022 but a formal record could not be found
21.11	Other relevant inspections or tests.	Yes	
22.00	RECORDS		
22.01	Appropriate records of fire drills?	No	Not currently being undertaken.
22.02	Appropriate records of fire training?	No	
22.03	Appropriate records of fire alarm tests?	No	Weekly tests are not being undertaken.
22.04	Appropriate records of emergency escape lighting tests?	No	Monthly tests are not being undertaken.
22.05	Appropriate records of maintenance and testing of other fire protection systems?	Yes	A record is kept in the fire safety file held at the premises.

5.0 Action Plan

REFERENCE	DESCRIPTION	PRIORITY	ACTION	DATE ACTION TAKEN
1.02	Instruct a suitably competent person to test and inspect the fixed electrical installation	2	Maintenance	
1.03	Instruct a suitably competent person to undertake portable appliance testing	2	Management	
7.02	Reduce the amount of combustible items being kept in electrical distribution cupboard as far as possible	3	Management	
12.01	Determine the fire resistance of the ceiling to the store room that also houses the electrical equipment. Upgrade and fire stop (30 minutes) if deficiencies are found	4	Maintenance	
16.01	Note the comments made in respect of the use of dry powder type extinguishers in confined areas	Note	Management	
19.03 to 19.05	Review management responsibilities and capabilities	2	Management	
19.11 to 20.15	Review management responsibilities and capabilities	2	Management	
21.02 & 22.03	Undertake weekly testing of the fire detection and alarm system and maintain a record	1	Management	
21.03 & 22.04	Undertake monthly tests if the emergency escape lighting system and maintain a record	1	Management	

PRIORITY DEFINITIONS	
1	= Immediate action required
2	= Action required within 3 months
3	= Action required within 6 months
4	= Implement as part of a planned improvement programme (within 3 years)
5	= Implement as part of a planned improvement programme (within 5 years)

ACTION DEFINITIONS	
Maintenance	Works to be undertaken by competent tradesperson
Management	Action to be taken by the appropriate management



Appendix A

Photographs

Photograph 1: Items stored in electrical cupboard



Photograph 2: Penetrations through ceiling in electrical cupboard

