

# **FIRE RISK ASSESSMENT**



**Ashted Squash and Tennis Club  
39 Skinners Lane, Ashted, Surrey, KT21 2NN**

Revised July 2014

## STATEMENT OF COMPANY POLICY

It is the Policy of Ashtead Squash & Tennis Club to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these purposes. Ashtead Squash & Tennis Club also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice. Ashtead Squash & Tennis Club expects all employees, members, visitors and coaches working on behalf of the organisation to co-operate fully in the achievement of this policy.

The allocation of responsibilities for health and safety matters and the particular arrangements made to implement the policy are set out in Ashtead Squash & Tennis Club Fire Safety Management System of which this Policy Statement is a part.

Ashtead Squash & Tennis Club Fire Safety Policy (this Policy) seeks to provide, as far as is reasonably practicable, a safe and healthy working environment, and to enlist the support of employees at all levels in creating awareness of adequate Fire Safety standards. In doing so, Ashtead Squash & Tennis Club will have regard to the relevant Statutory Provisions of the Regulatory Reform (Fire Safety) Order 2005, and will pay particular attention to.

- i) The provision and maintenance of the means of escape in case of fire that should at all times be kept free from obstruction.
- ii) The means, (other than the means for fighting fire), of securing that the escape routes can be safely and effectively used at all material times.
- iii) Ensuring the adequacy of the type, number and location of the means for fighting fire, by persons in the building.
- iv) Ensuring the adequacy of the type, number and location of the means for giving warning of fire to persons in the premises and that regular maintenance and inspections are recorded to the fact.
- v) Ensuring that persons employed to work on the premises receive adequate instruction or training in what to do in case of fire.
- vi) Ensuring that records are kept of such instruction and training, and that these may be inspected at any reasonable time by the Fire Authorities.
- vii) Ensuring that written risk assessments are carried out and are reviewed on a regular basis, or if any other circumstances demand.

Signed by: .....

Name: .....

Position: Club Chairman

This report has been prepared by Steve Kearney of Gallowglass Health & Safety LLP

Gallowglass Health & Safety LLP have made every reasonable effort to ensure that the assessment and recommendations are accurate. We cannot, however, accept responsibility for any subsequent risks identified or for any consequences which might arise from the implementation of any recommendations. Only those areas and activities which were made available to the Consultant have been included within the assessment for the site.

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# 1. Executive Summary

Gallowglass Health and Safety LLP were requested by Ashtead Squash & Tennis Club to carry out a fire risk assessment at Ashtead Squash & Tennis Club 39 Skinners Lane, Ashtead, Surrey, KT21 2NN, under Article 9 of The Regulatory Reform (Fire Safety) Order 2005.

The assessment was undertaken by Steve Kearney CMIOSH on 16th July 2014.

## 2. Introduction

Article 9 of the Regulatory Reform (Fire Safety) Order 2005, requires a "Responsible Person" to make a suitable and sufficient assessment of risks of the "general fire precautions" in the workplace to which "Relevant Persons" are exposed.

The "Relevant Person" is any person, including the responsible person, who is or may be lawfully on the premises. A relevant person may also be anyone in the immediate vicinity of the premises where the workplace is located, who could be at risk from a fire in the premises.

The "Responsible Person" is the employer in relation to a workplace, or 'a person' who has control as occupier or otherwise in connection with the carrying on of a trade, business or other undertaking (for profit or not). The responsible person should:

- Carry out a fire safety risk assessment and record the findings where five or more employees are at work (those in control of premises must ensure that the requirements of the Regulations are complied with in those parts under their control).
- Identify the significant findings of the assessment and the details of persons who might be at high risk.
- Provide and maintain such fire precautions as are necessary to safeguard "Relevant Persons" in the workplace.
- Provide sufficient information, instruction and training to employees about the fire precautions in place.
- Nominate people to undertake special roles required by the emergency plan.
- Consult with employees about the nomination process.
- Co-operate with and inform other employers in shared workplaces of any significant risks identified in the assessment.
- Establish a means of contacting the emergency services.
- Establish management procedures and provide records to demonstrate 'self-compliance' with the regulations.
- Ensure the maintenance of measures provided for the protection of fire fighters.
- Consider matters in relation to Dangerous Substances that may be used, stored or manufactured as part of a process in the workplace. Within the risk assessments where confirmation by written records cannot be provided as evidence of 'self compliance' a negative statement is entered at that question. This does not mean that maintenance of that item has not been carried out, only that there is no record to show that it has.

This assessment may include additional commentary, as appropriate, providing guidance on:

- Information on equipment for giving warning of fire
- Information on equipment relating to fire fighting
- Description and protection of escape routes and

Other matters relating to fire safety in the workplace. This information is provided in order to identify those items that need to be maintained in the Regulatory Reform (Fire Safety) Order 2005, allowing all persons (employees, members, visitors and coaches) to reach a place of safety.

Gallowglass H&S LLP were requested to carry out a risk assessment of the workplace and /or common parts of the property in compliance with the Regulatory Reform (Fire Safety) Order.

Ashtead Squash and Tennis Club is primarily a Members sports and social club with a rough membership number approaching 500.

Membership categories are inclusive, Adult and Child both Male and Female

The Ground Floor layout consists of:

- 4 x racquets courts, accessible from no step inward facing doorways, these courts usually have 2 x playing persons but doubles (4 x players) on court are not unusual. There are no emergency exit doors from the courts
- There is a Public bar area that leads into a catering kitchen and a cellar storeroom. There is an emergency exit doorway (525mm) that leads from the Kitchen into a courtyard and final refuge. There is a habitable household bungalow which is accessible from the courtyard.
- A 9cm step through an inward facing access doorway leads to Ladies and Gents changing rooms, the Ladies changing rooms have WC facilities and a stairway that leads to the first floor, where shower and changing facilities are located. The Gents changing rooms are accessed through a further internally facing doorway where WC, shower and changing facilities are located. A final exit emergency doorway (525mm) is located.

The First Floor layout consists of:

- Access stairway leads to a stud wall corridor that accesses an internally facing door (525mm) into a recently installed fitness suite, there is a secondary exit doorway (525mm) that leads to a final exit doorway (525mm) this doorway leads to an iron staircase that extends to a final refuge walkway and ultimately into the Club car park.
- The fitness suite conformity of the walls and doors is to provide a ½ hour fire rating and is achieved by the use of purpose made fire door and frame sets and the use of 12.5mm plasterboard and full fill 100mm thick earth wool insulated partitions. The timber studs were sized as 100 x 50mm, and set at 300mm centres screwed and fixed at the sole and head. The partition and its composite components when used together provide the ½ hour rating and is an approved form of construction.

### 3. The Regulatory Reform (Fire Safety) Order 2005

The Order replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect from 1st October 2006. If a fire certificate has been issued in respect of your premises or the premises were built to recent building regulations, as long as you have made no material alterations and all the physical fire precautions have been properly maintained, then it is unlikely you will need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order. However, you must still carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in your premises remain current and adequate.

If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 (as amended in 1999), and this assessment has been regularly reviewed then all you will need to do now is revise that assessment taking account of the wider scope of the Order. Your premises may also be subject to the provisions of a licence or registration (e.g. under the Licensing Act 2003) and the fire authority may wish to review your risk assessment as part of the licensing approval process. Fire safety conditions within your licensed area should not be set by a licensing authority where the Order applies.

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'Responsible Person' or persons.

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. another employer or landlord/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 (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

If you are the responsible person you must carry out a fire risk assessment, which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

If your organization employs five or more people, your premises are licensed or an alterations notice is in force, you must record the significant findings of the assessment. It is good practice to record your significant findings in any case.



There are some other fire safety duties you need to comply with:

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You must**, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. a sports coach) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.

If you are not the employer but have any control of premises which contain more than one workplace, **you are also responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.

- **You must** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.

- **You must** ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

The above examples outline some of the main requirements of the Order.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

#### **Other Referenced Documents**

- Approved Document B (ADB) - Fire Safety 2010 edition.
- The District Surveyors Association, The institute of Licensing 2001.
- Communities and Local Government Publications, 2007
- Fire Safety Risk Assessment, Means of Escape for Disabled People, HM Government, Department for Communities and Local Government Publications, 2007

## **4. Methodology**

The fire risk assessment takes into account the interaction of the following:

- **Identification of significant risk**
  - Sources of ignition/fuel/oxygen
  - Probability of occurrence
  - Possibility of consequence
  - People e.g. those with disabilities.
- **Assessment of existing fire safety arrangements**
  - Prevention - current control measures
  - Communications - detection and warning systems/contact with fire brigade
  - Means of escape - protected routes, signs and lighting
  - Extinguishment – by portable and fixed installations
  - Maintenance and testing of fire safety systems
  - Fire safety training
  - Management procedures and records.
- **Benchmarks**
  - Assessment against national/international standards
  - Assessment relative to other buildings
  - Assessment against fire engineered solutions.



## Reporting of findings and recommendations

All significant findings of the assessment are recorded and recommendations made to improve fire safety arrangements within the premises. This is presented in a tabular format for each subject as shown in the following example:

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority

The recommendations have been prioritised as follows taking into account the potential severity, frequency and ease of instigation for each identified risk or compliance with legislation.

This method does not have the same bearing on the overall risk category, for means of escape, of the building.

- **High** Action recommended within 1 month of the report
- **Medium** Action recommended within 3 months of the report
- **Low** Action recommended within 6 months of the report


The Hazards Identified and Recommendations tables appear at the end of each section and a summary of all recommendations is given in the Executive Summary

Any items identified as presenting an imminent risk of danger and/or a major defect that could result in enforcement action being taken against the Club require the Chairmans immediate attention.

## 5. Site Details

Building Address:

**Ashtead Squash & Tennis Club**  
**39 Skinners Lane**  
**Ashtead, Surrey, KT21 2NN**

<b>Fire Detection and Alarm System:</b>	<p>The installed fire detection and alarm system is a single stage alarm system. The system consists of automatic fire detection provided throughout the common areas of both floors of the building.</p> <p>Sounders are located in suitable positions on both floors which ensure that the fire detection and alarm system is audible throughout the building.</p> <p>The fire alarm installation is serviced periodically in accordance with BS 5839: Part 1 which also includes an annual audibility test.</p> 
<b>Reaction Times:</b>	<p>Average</p>
<b>Maximum No of Persons when Club Space is Occupied:</b>	<p>120</p>
<b>Fire Fighting Equipment</b>	<p>There are sufficient Fire Extinguishers located in strategic positions in all areas within Ashtead Squash &amp; Tennis Club.</p>
<b>Emergency Lighting</b>	<p>Emergency bulk head and exit lighting is provided throughout Ashtead Squash &amp; Tennis Club which is subject to yearly testing and inspection.</p>

<b>Organisation Responsible for Maintenance Fire Alarms (Service and Maintenance to BS5839: Part 1):</b>	C&T Fire Systems Dorking
<b>Organisation Responsible for Maintenance of Portable Extinguishers (Service and Maintenance to BS 5306: Part 3):</b>	C&T Fire Systems Dorking
<b>Organisation Responsible for Maintenance of Hose Reels (Service and Maintenance to BS 5306: Part 1):</b>	None fitted within Ashtead Squash & Tennis Club.
<b>Organisation Responsible for Maintenance of the Sprinkler System (Service and Maintenance to BS EN 12845):</b>	None fitted within Ashtead Squash & Tennis Club.
<b>Organisation Responsible for Maintenance of Emergency Lighting (Service and Maintenance to BS EN 5266: Part 8/50171):</b>	C&T Fire Systems Dorking
<b>Property Owner:</b>	Ashtead Rackets Club Ltd
<b>Local Contact:</b>	Michael Standring – Club Chairman
<b>Responsible Person:</b>	George Gregory – Club Manager
<b>Person Responsible for Operational Checks on Fire Safety Systems:</b>	Steve Kearney (external H&S consultant)
<b>Person Responsible for Evacuation Drills:</b>	George Gregory
<b>Building Occupancy Information Location Status:</b>	Occupier (single tenancy - owner)
<b>Disabled persons access</b>	There is sufficient provision to enable disabled persons to access and egress the building as there are no steps to the ground floor bar and function area. However there are no disability access ramps to either male or female changing areas, nor to the viewing facility or the fitness suite on the first floor.
<b>Overall Fire Load:</b>	Low Fire Load
<b>Overall Hazard Rating:</b>	Normal

<b>Assessed Risk of Fire:</b>	Low Risk
<b>Fire Safety Management - Availability and Completeness of Records:</b>	Held within Ashtead Squash & Tennis Club office.
<b>Risk Management - Maintenance of General Fire Precautions</b>	Gallowglass H&S LLP
<b>Persons at Risk in the Event of Fire:</b>	Staff, Club Members, Visitors,
<b>Fire Safety Signs and Symbols - Maintenance:</b>	Ashtead Squash & Tennis Club – appointed person, George Gregory
<b>Emergency Planning and Fire Training:</b>	Ashtead Squash & Tennis Club – appointed person, George Gregory
<b>Arson Prevention and Security:</b>	Ashtead Squash & Tennis Club – Club Chairman, Michael Standing
<b>Consultant's Comments:</b>	All information was readily available and assistance by Ashtead Squash & Tennis Club Manager, Chairman and appointed Surveyor, Steve Holmes was forthcoming and co-operative.

## 6. RISK ASSESSMENTS

### 6.1 Fire Safety Management

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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1	Is a copy of a suitable and sufficient Fire Risk Assessment available, preferably in the site records?	Y	
2	Is there documentation available to confirm the management commitment to fire safety in the workplace through a fire safety policy statement or any information of the organisation management of fire safety?	Y	
3	Is a fire logbook present on the premises with records of all inspections, testing and maintenance, including handover / servicing certificates, of installed fire safety systems and equipment?	Y	
4	Are site records of employee fire safety training (including nominated personnel) and the date and duration of evacuation drills for serious and imminent danger completed in full?		N
5	Is a current inspection certificate available for the electrical integrity of the building's fixed electrical wiring, systems and equipment?		
6	Is the site free from any other hazards relating to Fire Safety Management?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Documentation needs to be available to confirm the commitment to fire safety in the Club through a fire safety policy statement or of any information of the organisation structure of fire safety management. Article 10 of the 'Regulatory Reform Order' indicates that there should be a fire safety policy statement by the Responsible Person to confirm a commitment to fire safety in the workplace and a management structure.	<p>A policy statement and structure of line management through both a specific document is kept in the front of the Fire Risk Assessment</p> <p>An amendment within the Club Health and Safety Policy statement should include a paragraph on Fire.</p>	Med
Information is required to show that arrangements are in place to identify if a contractor or other person is suitably qualified or knowledgeable to carry out checks and maintenance on fire safety system or equipment in the common area.	Evidence of these arrangements are made available within the Ashtead Squash & Tennis Club Fire Log book	Low
Fire logbook needs to be available to confirm that the fire safety equipment and precautions within the restaurant have been or are being maintained.	A Fire Log Book is kept by Ashtead Squash & Tennis Club management team and is available for inspection.	Low



Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Records are required to show that employees are receiving training for fire or other serious and imminent hazardous situations.	Ensure that fire training and evacuation drills are carried out periodically to ensure that all employees are aware of the procedures. This should be recorded within the fire logbook and completed in full with the date, duration and person in charge of receiving and issuing the training.	Medium

## 6.2 Fire Hazards

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Kitchen and Bar Area	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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1	Do all high fire risk and hazardous areas have the appropriate fire resisting separation from escape routes?	Y	
2	Are all high fire risk and hazardous areas (stores, plant rooms, service risers etc) kept locked and effectively controlled from unauthorised access?	Y	
3	Are the premises free of any horizontal or vertical unprotected openings that will allow the spread of fire? (Integrity of fire compartmentation / separation)	Y	
4	Is waste material being effectively removed or controlled on site, clear of ignition sources and heat producing appliances?	Y	
5	Where applicable, are the premises free of combustible artificial decoration, foliage or plants etc that do not have a certificate of treatment with a fire retardant?	Y	
6	Is all soft furnishing in good condition, without worn or damaged coverings that have exposed the internal combustible padding?	Y	
7	Is there a strictly enforced no smoking policy within the property?	Y	
8	Are there suitable and sufficient facilities available for the safe disposal of smokers' materials in areas where smoking is permitted?	Y	
9	Is the site free from any other significant Fire Hazards?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Kitchen facility within the Club may produce combustible material	A specific Fire Risk Assessment has been carried out for Ashtead Squash & Tennis Club kitchen. The assessment has been carried out by a suitably trained and competent assessor and the findings have been made available to the management committee at Ashtead Squash & Tennis Club	Low
Non flame retardant materials used within the Club	The findings of this Fire Risk Assessment will highlight the need to only use non-combustible materials / equipment. A suitably competent person should review the findings of a specific Fire Risk Assessment where required.	Low

## 6.3 Persons at Risk in the Event of Fire

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS5588: Part 8: Code of Practice for Means of Escape for Disabled Persons</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
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1	Are the premises free of any relevant person who is at risk from the hazards associated with fire?	Y	
2	Where there are employees or visitors to the premises that have disabilities, including the general public, where applicable, is there Personal Emergency Escape Plans (PEEP) or standard escape plans available in the event of serious or imminent danger?	Y	
3	Is the site free of any other fire hazard relating to relevant persons who may be at work or visiting the premises?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
A specific policy to confirm that there is a procedure for identifying and assisting persons who may have physical disabilities or sensory difficulties, to evacuate the building in the event of an emergency needs to be implemented	The procedures for the identification and evacuation of disabled person is documented. There are no lifts available for use by wheelchair users Attention should be drawn to the supplementary guide to the Regulatory Reform Order on Means of Escape for Disabled People. A periodic review of the procedures within the emergency plan, including the method of assistance out of the building shall be introduced and retain a copy with the Fire Logbook.	Low

The current lighting, both primary and emergency needs to be functional and satisfactory when the area is unoccupied	A functional check of the available primary and emergency lighting has been undertaken in the hours of darkness to ensure that there is sufficient lighting for the occupants to see their way safely around both floors.	Low
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## 6.4 Means of Escape

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS5588: Part 8: Code of Practice for Means of Escape for Disabled Persons</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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1	Is the means of escape within the limits of travel distance for the type of occupancy, number of occupants, dimensions of the premises and hazards present?	Y	
2	Are all routes classified for means of escape provided with adequate illumination at all times, appropriately signed and lead as directly as possible to an exit from the building?	Y	
3	Are all escape routes clear of obstruction, restrictions and fire hazards (fuel/ignition/oxygen sources) and fire exit doors kept unlocked, except on single approved devices/systems?	Y	
4	Do all fire exit doors and in particular FINAL fire exit doors to the car park, doors from rooms used by more than 60 persons or areas classified as high fire risk open in the direction of escape?	Y	
5	Are the premises free of any inner room situations that do not have the accepted compensatory features allowed for this arrangement?	Y	
6	Are there openable windows or a roof vent provided within the escape stair to release smoke?	Y	
7	Are all escape route floor surfaces regularly inspected visually and maintained in a safe condition?	Y	
8	Is all maintenance and building works carried out at a time or in a manner that does not obstruct/degrade the means of escape?	Y	
9	Is the site free from any other hazards relating to Means of Escape?	Y	



Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
A plan needs to be made available of the escape routes to the fire exits	<p>A plan of the both floors of the Club was made available.</p> <p>A clear area of approximately 700mm has be established in front of all fire exit doors, with a minimum 700mm wide clear path to each exit from the basement up the exit stairway. Currently bottles are stored there.</p> <p>A steel extraction duct runs along the ground floor exit stairway wall and this will impede exiting persons. Repositioning is recommended</p>	High
It is required to confirm that the current lighting, both primary and emergency, will be satisfactory during occupancy.	A functional check shall be made and (recorded) of the available primary and emergency lighting which will demonstrate that there is sufficient lighting for the occupants to see their way safely around the Club and in the event of a local electrical power failure both inside and outside the premises.	Medium
All exit routeways need to be clear and free of obstructions	Outside the rear ground floor area escape route stairway there is a floor level discrepancy and waste materials, obstacles (tables, chairs etc) that will cause a potential trip hazard and regular monitoring to ensure the area is kept clear should be utilised.	Medium
Final exit doors are required to be accessible and adequate	All final exit doors open outwards in the direction of escape and are not locked when the building is occupied	Low

## 6.5 Electrical Safety

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li>• <i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li>• <i>The Management of Health and Safety at Work Regulations 1999</i></li> <li>• <i>Electricity at Work Regulations 1989</i></li> <li>• <i>Provision and Use of Work Equipment Regulations 1999 (as amended)</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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1	Is the premises free of any evidence of unsafe electrical practices (use of nonfused adaptors/extension leads) and mechanical damage to cables leads etc. or overloading of electrical circuits?	Y	
2	In the catering kitchen with 'hot' cooking ranges, are the extract ductwork and associated filters cleaned/replaced and maintained on a regular basis?	Y	
3	Are appropriate systems in place to ensure that equipment/plant is subject to regular planned maintenance and processes safely shut down when the premises are unoccupied?	Y	
4	Is the site free of any other hazards relating to Electrical Safety/Plant and Processes?	Y	

### Hazard Identification, Recommendation and Priority

Hazard	Recommendation	Priority
PAT test records for permanent temporary electrical equipment needs to be made available	A copy of all Portable Appliance Test (PAT) certificates for all electrical equipment shall be kept on file within the office facility in the Fire Log book and shall be made available for inspection by an authorised officer	Medium

## 6.6 Fire Warning / Detection Systems

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li>• <i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li>• <i>The Management of Health and Safety at Work Regulations 1999</i></li> <li>• <i>BS5839: Part 1: Code of Practice for Fire Alarm Systems Design, Installation and Maintenance</i></li> <li>• <i>BS5839: Part 6: Code of Practice for Domestic Type Smoke Alarms</i></li> <li>• <i>Health and Safety (Safety Signs and Signals) Regulations 1996</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
1	Is there adequate means for warning persons throughout the premises in the event of fire?	Y	
2	Where the fire alarm is electrical (bells/klaxons/sirens) is a fire alarm control panel present, operational and showing no faults?	Y	
3	Does the system appear to be tested and maintained in accordance with recommendations of BS 5839: Part 1, by a competent service engineer?		N
4	Is the site free of any other hazards relating to Single Stage Fire Warning and Detection Systems and Maintenance?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
A procedure to check audibility of fire alarm system. Records of user weekly testing of the fire alarm need to be made available. Evidence needs to be made available to show the continuity of test/inspection to demonstrate compliance with regulations 17 of the Regulatory Reform (Fire Safety) Order 2005 regarding maintenance of fire systems.	Confirmation needs to be demonstrated that the installed fire alarm is functioning correctly and tested and maintained by Ashtead Squash & Tennis Club appointed contractor at regular intervals. A suitable contractor to carry out periodic testing and maintenance of the Fire Panel is currently being sought	High
Fire alarm panel for building needs to be located to confirm satisfactory operation.	The fire alarm panel is located behind the bar on the Ground floor level and is deemed unsatisfactory in its current location. Recommendations to re-position the panel were agreed and a suitable contractor to carry out the removal and replacement is currently being sought	Medium
Records need to be made available to confirm that maintenance of the system is being undertaken.	This will be confirmed once appointment of the service contractor has been engaged and the remedial work carried out.	Medium

## 6.7 Fire Fighting Equipment and Maintenance

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS5306: Part 8: Code of Practice for Selection and Installation of Portable Fire Extinguishers</i></li> <li><i>BS EN3: Specification for Extinguishers Medium</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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1	Do the fire extinguishers present comply with BS EN 3 and are they suitable and sufficient in number and type for the fire risk they are protecting?	Y	
2	Is manual fire fighting equipment provided (Fire extinguishers and hose reels) with maintenance labels attached indicating they are within a current serviceable period?	Y	
3	Are all fire extinguishers suitably positioned at fire points in accordance with BS5306: Part 8, by room/floor exits, and secured on a wall bracket or floor plinth?	Y	
4	Where an automatic / manual fire hose reel is installed, is it provided with the appropriate instructions indicating its method of operation?		N/A
5	Are appropriate fire equipment signboards or ID signs provided to identify Fire Points or the position of equipment if removed?	Y	
6	Is an accurate schedule or plan listing the location and type of all manual fire fighting equipment present for servicing and audit purposes?	Y	
7	Is the site free of any other hazards relating to Manual Fire Fighting Equipment and Maintenance?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Inadequate number or lack of suitable fire extinguishers	Sufficient number of fire extinguishers were observed at fire points and fixed to the walls within Ashtead Squash & Tennis Club. An ABC extinguisher and fire blanket is located close to the range grills in the catering kitchen.	Low
Location of fire fighting equipment needs to be shown on a plan.	A list indicating the type and location plan of each extinguisher needs to be complied and shown on a ground plan.	Medium



## 6.8 Access for Fire Service

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>Building Regulations Approved Document B (B5)</i></li> <li><i>BS9990: Part 1: Code of Practice for Non-Automatic Fire Fighting Systems in Buildings</i></li> <li><i>BS5588: Appropriate Parts for Building Occupancy</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
1	Are there suitable means for communicating with the fire service?	Y	
2	Are the premises free of any specific difficulties, regarding rescue, which the fire service should be made aware of?	Y	
3	Are fire hydrants or other water supplies near to the building for fire service use, including suitable access and hard standing for fire appliances?	Y	
4	Is the site free from any other hazards in relation to Facilities and Access for the Fire Service?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
A plan showing access routes for the Emergency services needs to be made available	A plan showing access routes for the Emergency services is kept within the Fire Log Book, held by Ashtead Squash & Tennis Club Manager	Low

## 6.9 Emergency Lighting

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS5266 Part 1: Code of Practice for Emergency Lighting of Premises other than Cinemas and Certain other Specified Premises Used for Entertainment</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
1	Does the premises have sufficient emergency lighting installed either internally or externally in apparent working order and of the correct duration in accordance with the current British Standard?	Y	
2	Do all internally illuminated 'Fire Exit/Exit' signs comply with BS 5499 Part 3?	Y	
3	Is the emergency lighting system subject to the type and frequency of tests by the Occupier/Landlord and electrical engineer as recommended in the current British Standard?	Y	
4	Is the site free from any other hazards in relation to Emergency Lighting?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
A functional test of installed(permanent and temporary) emergency lighting units needs to be carried out.	A periodic functional inspection and test of the lighting shall be carried out and results recorded in the Fire Log book.	Medium

## 6.10 Fire Doors

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS476: Fire Tests on Building Materials Part 22</i></li> <li><i>BS EN 1634: 1 Fire Resistance Test for Door and Shutter Assemblies – Fire Doors and Shutters</i></li> <li><i>BS EN 1634: 3 Fire Resistance Test for Door and Shutter Assemblies – Smoke Control Doors and Shutters</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
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1	Are all fire doors/shutters maintained effectively self-closing and free from being held in the open position except by an approved method e.g. magnetic release unit/fusible links or similar?	Y	
2	Is the structural integrity of all fire doors and shutters satisfactory to prevent the passage of fire and smoke?		N
3	Are doors fastened so that they can be easily and immediately be opened from the inside without the use of a key?	Y	
4	Is all glazing to fire resisting doors and enclosures glass tested to BS 476: Part 22 (including insulation where applicable)?	N/A	
5	Are fire doors, except those forming leakage paths to stair pressurisation systems, fitted with intumescent strips and smoke seals?		N
6	Is the site free from any other hazards in relation to Doors Shutters and Glazing?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Fire exit doors must meet current legislation / required standards	In order for the fire door to meet current standards the gap between the leaves of the door must not exceed 4mm and should be fitted with intumescent strips and cold smoke seals. This applies to all fire doors. Needs addressing	High
Compartmentation may not be fully apparent in all areas	There are no compartmentation considerations at Ashted Squash & Tennis Club ground floor as final exit doorways lead immediately into open space.	Low

## 6.11 Fire Safety Signs and Symbols

<b>Risk assessment for:</b> Ashted Squash & Tennis Club  <b>Building:</b> Ashted Squash & Tennis Club 39 Skinners Lane Ashted, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>BS 5499: Fire Safety Signs, Notices and Graphic Symbols</i></li> <li><i>Part 1: Specification for Safety Signs</i></li> <li><i>Part 2: Specification for Self Luminous Signs</i></li> <li><i>Part 3: Specification for Internally Illuminated Signs</i></li> <li><i>Code of Practice for Escape Route Signage</i></li> <li><i>Health and Safety (Safety Signs and Signals) Regulations 1996</i></li> </ul>

## Fire Risk Assessment Questions

YES NO

1	Does the premises have sufficient pictogram FIRE EXIT signs, with or without text, in a suitable position for occupants to identify their way out?	Y	
2	Are final fire exit doors, not in constant use, identified on the outside face with a "Fire Escape – Keep Clear" sign in a mandatory action colour?	Y	
3	Are fire resisting self-closing doors to staircases and escape routes identified with 'Fire Door – Keep Closed' signs?	Y	
4	Are fire exit doors fitted with unusual or secure methods of fastening provided with appropriate operating instructions, including a pictogram, i.e. "Break Glass Bolt To Open", "Push Bar To Open"?	Y	
5	Is the site free from any other hazards relating to Fire Safety Signs and Symbols?	Y	

## Hazard Identification, Recommendation and Priority

Hazard	Recommendation	Priority
Suitable signage	All relevant signage is in place and appropriate. Club Manager will need to monitor external signage and ensure housekeeping is maintained	Low
Fire escape route directional signage must be able to, be seen from all areas within the building	All exits are cleared marked and signed	Low



## 6.12 Instruction, Training and Information

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> <li><i>Health and Safety at Work etc Act 1974</i></li> </ul>

Fire Risk Assessment Questions		YES	NO
1	Are written emergency action plans available for the site regarding serious and imminent danger e.g. fire, explosion, gas or chemical hazards etc. and are all employees aware of those procedures?	Y	
2	Are there suitable numbers of nominated personnel trained to assist and coordinate fire safety and other emergency situations?	Y	
3	Is the emergency plan regularly practised simulating different scenarios each time and any problems encountered addressed?	Y	
4	Is adequate fire safety training provided at staff induction, periodic refresher, change of responsibility or when new equipment or technology is introduced?	Y	
5	Is fire safety information communicated to all visitors and coaches to the site?	Y	
6	Is the site free of any other hazards relating to Planning, Training, and Information in Fire Safety?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
Full and documented emergency plans for serious and imminent danger were need to be made available e.g. fire, bombs, explosive devices, gas leaks, chemical incidents etc.	A copy of these plans and procedures is held in the office of the Ashtead Squash & Tennis Club Manager. Continual monitoring is required	Medium
Details need to be made available of staff training in the fire evacuation procedures for the event of serious or imminent danger, or the use of fire fighting equipment.	Records of staff training is kept within Ashtead Squash & Tennis Club Fire log book.	Low
Confirmation is required that there is a suitable number of nominated personnel trained to Co-ordinate emergency situations.	This shall be highlighted in the Ashtead Squash & Tennis Club fire log book	Medium

## 6.13 Arson Prevention and Malpractice

<b>Risk assessment for:</b> Ashtead Squash & Tennis Club  <b>Building:</b> Ashtead Squash & Tennis Club 39 Skinners Lane Ashtead, Surrey, KT21 2NN	<b>Assessment undertaken by:</b> Steve Kearney  <b>Date:</b> 16th July 2014
<b>Floor/area:</b> Squash Club / Changing Rooms / Kitchen / Bar	<b>Relevant Legislation:</b> <ul style="list-style-type: none"> <li><i>The Regulatory Reform (Fire Safety) Order 2005.</i></li> <li><i>The Management of Health and Safety at Work Regulations 1999</i></li> </ul>

Fire Risk Assessment Questions	YES	NO
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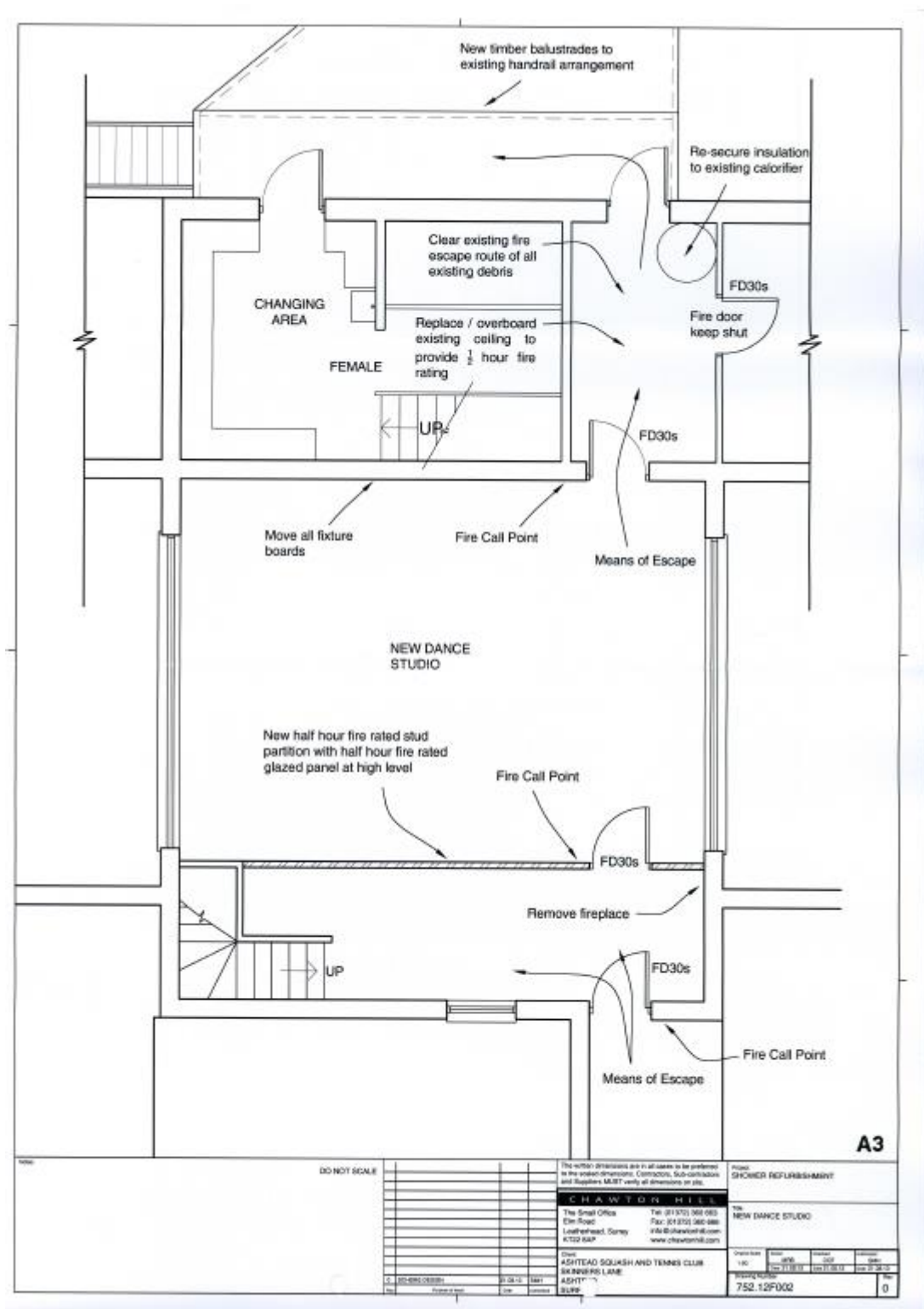
1	Is the workplace free from any history of fire incidents?	Y	
2	Are the premises and area free of historical indications that the location may be prone to arson/extremist attacks?	Y	
3	Are there suitable systems/facilities in place to prevent unauthorised persons gaining entry to the building?	Y	
4	Are there internal access control measures available?	Y	
5	Do security gates and / or a fence protect the periphery of the building?	Y	
6	Are waste materials removed from external areas regularly and in particular before the premises is left unoccupied?	Y	
7	Is the site free from any other hazards relating to Arson Prevention and Security?	Y	

Hazard Identification, Recommendation and Priority		
Hazard	Recommendation	Priority
External Car park and open nature of the premises	<p>The external exit doorways should always be unlocked during occupation of the main Club premises.</p> <p>All doorways leading to and from Ashtead Squash &amp; Tennis Club have secondary locking facilities and a programme of regulated security checks is in place. Skips and bins are located sufficiently away from the building and are on a programme of regular collection and removal.</p> <p>Security to the rear of the buildings needs to be addressed and general rear housekeeping needs to be reviewed</p>	Low / Medium

# APPENDIX A

## PREMISES PLANS (Ground Floor)

## PREMISES PLANS (First Floor)



## **APPENDIX B**

### **BASIC TRAINING**

#### **Basic Training**

All employees should be aware of the Club's Emergency Action Plan, all fire escape routes available to them and how to identify and respond to the discovery of fire, this should also cover first aid, fire fighting, the ability to select and operate the appropriate type of fire extinguisher for the fire discovered and egress in the event of an emergency situation.

#### **Induction Training**

- Action to be taken on discovering a fire
- How to raise the alarm and call the fire brigade
- The means of escape routes provided in the building
- Evacuation procedures and assembly point location.

#### **Follow up Fire Safety Training (in addition to above)**

- Assess size of fire to determine whether to take first aid fire fighting action or not
- Identify type of fire: - Class A Combustible material or Class B Flammable liquid
- Ability to select and operate correctly the type of fire extinguisher for class of fire discovered
- Understanding of basic fire precautions
- Identify the persons responsible for fire safety each day / evening.

#### **Fire Marshals/Key Personnel Training**

- Identify area of responsibility
- Carry out basic fire prevention tasks
- Identification of persons requiring assistance (Disabled staff / diners)
- To ensure all escape routes are clear of obstructions and hazards
- Escape routes are clearly signed
- Reporting procedures to appointed member of staff / club members accounted/not accounted for.

## **APPENDIX C**

### **REVIEW PERIOD**

#### **Recommended Review Period**

A review of the general fire risk assessment should be made annually; and when:

- A specific fire risk assessment (where required) shall be carried out and arrangements introduced shall be consistent with the general fire risk assessment
- Changes are proposed to identify hazards more likely to be fire safety related matters regarding fire resistance, travel distance etc. which can be eliminated
- If any disabled or sensory impaired persons are to be employed in significant numbers
- When 'material' changes are proposed for the internal layout of the premises
- Following any changes to identify unforeseen problems
- Anytime the assessment is believed to be no longer valid

## APPENDIX D

### DEFINITIONS OF TERMS USED IN THIS REPORT

#### **Technical Terms Used – Means of Escape access Room**

Means a room that forms the only escape route from an inner room.

#### **Accommodation Stair**

A stair, additional to that or those required for escape purposes, provided for the convenience of occupants.

#### **Alternative Escape Routes**

Escape routes sufficiently separated by either direction or space, or by fire-resisting construction, to ensure that one is still available should the other be affected by fire.

#### **Alternative Exit**

One of two or more exits, each of which is separate from the other.

#### **Automatic Release Mechanism**

A device that will allow a door held open by it to close automatically in the event of each or any one of the following:

- a. Detection of smoke by automatic apparatus suitable in nature, quality and location
- b. Operation of a hand operated switch fitted in a suitable position
- c. Failure of electricity supply to the device, apparatus or switch
- d. Operation of the fire alarm system.

#### **Automatic Self- Closing Device**

A device, which is capable of closing the door from any angle and against any latch / lock, fitted to the door.

#### **Dead-End**

Area from which escape is possible in one direction only.

#### **Direct Distance**

The shortest distance from any point within the floor area, measured within the external enclosures of the building, to the nearest storey exit ignoring walls, partitions and fittings, other than the enclosing walls/ partitions to protected stairways.

#### **Distance of Travel**

Means the actual distance that a person needs to travel between any point in a building and the nearest storey exit.

#### **Doors, Fastenings**

In general, doors on escape routes (whether or not the doors are fire doors), should either not be fitted with lock, latch or bolt fastenings, or they should only be fitted with simple fastenings that can be readily operated from the side approached by people making an escape. The operation of these fastenings should be readily apparent and without the use of a key and without having to manipulate more than one mechanism. This is not intended to prevent doors being fitted with hardware to allow them to be locked when the rooms are empty. There may also be situations such as hotel bedrooms where locks may be fitted that are operated from the outside by a key and from the inside by a knob or lever etc.

#### **Doors, Direction of Opening**

The door of any doorway or exit should, if reasonably practicable, be hung to open in the direction of escape, and should always do so if the number of persons that might be expected to use the door at the time of a fire is more than 60.

#### **Emergency Lighting**

Means that part of the lighting system provided for use when the supply to the normal lighting fails so as to ensure that the MEANS OF ESCAPE can be safely and effectively used at all material times.

#### **Escape Route, Lighting of**

All escape routes should have adequate artificial lighting. Lighting to escape stairs should be on a separate circuit from that supplying any other part of the escape route.

**Escape Route**

Route forming that part of the means of escape from any point in a building to a final exit.

**Escape Routes, Unprotected and Protected**

The unprotected part of an escape route is that part which a person has to traverse before reaching either the safety of a final exit or the comparative safety of a protected escape route, i.e. a protected corridor or protected stairway.

Unprotected escape routes should be limited in extent so that people do not have to travel excessive distances while exposed to the immediate danger of fire and smoke. Even with protected horizontal escape routes the distance to a final exit or protected stairway needs to be limited because the structure does not give protection indefinitely.

**Fire Door**

A door or shutter, provided for the passage of persons, air or objects, which together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends. (It may have one or more leaves, and the term includes a cover or other form of protection to an opening in a fire-resisting wall or floor, or in a structure surrounding a protected shaft).

All fire doors should have the appropriate performance under test to BS 476: Part 22, in terms of integrity for a period of minutes, e.g. FD30. A suffix (S) is added for doors where restricted smoke leakage/spread at ambient temperatures is needed. There is no current Standard for smoke control doors, although a standard test has been laid down in BS 476 Part 31.1. All fire doors should be fitted with an automatic positive action self-closing device except for fire doors to cupboards and to service ducts, which are normally kept locked shut.

**Final Exit**

Means the termination of an escape route from a building giving direct access to a PLACE OF SAFETY such as a street, passageway, walkway or open space, and sited to ensure that persons can disperse safely from the vicinity of the building and the effects of fire.

**Fire Resistance**

When planning fire precautions and MEANS OF ESCAPE in premises it is usual to have regard to the FIRE RESISTANCE of the elements of structure, e.g. walls, floors, doors etc. In some premises it may not always be possible to achieve the minimum standards set out. Therefore in such circumstances, compensating features are required such as a reduction in the DISTANCE OF TRAVEL or the provision of other fire safety installations.

**Fire/Smoke Stopping**

Is a seal provided to close an imperfection of fit or design tolerance between elements or components to restrict the passage of fire, heat and smoke.

**Inner Room**

Means a room from which escape is possible only by passing through an ACCESS ROOM.

**Lifts, Evacuation**

In general it is not appropriate to use lifts when there is a fire in the building because there is always the danger of people being trapped in a lift that has become immobilised as a result of the fire. However, in some circumstances a lift may be provided as part of a management plan for evacuating disabled persons. In such cases the lift installation needs to be appropriately sited and protected, and needs to contain a number of safety features that are intended to ensure that the lift remains usable for evacuation purposes during the fire. Guidance on the necessary measures is given in BS 5588: Part 8 *Fire precautions in the design, construction and use of buildings, Code of practice for means of escape for disabled people*.



### **Means of Escape**

Is the structural means whereby a safe route is provided for persons to travel from any point in a building to a PLACE OF SAFETY beyond the building without the need for outside assistance.

#### **Means of Escape, Criteria For**

The basic principles for the design of means of escape are:

- a. There should be alternative means of escape from most situations;
- b. Where direct escape to a place of safety is not possible, it should be possible to reach a place of relative safety, such as a protected stairway, which is on a route to an exit, within a reasonable travel distance. In such cases the means of escape will consist of two parts, the first being unprotected in accommodation and circulation areas, and the second in protected stairways (and in some circumstances protected corridors).

#### **Occupant Capacity**

The occupant capacity of a room, storey, building or part of a building is:

- a. The maximum number of persons it is designed to hold; or
- b. The number calculated by dividing the area of room or storey(s) (m<sup>2</sup>) by a floor space factor (m<sup>2</sup> per person).

Note: 'area' excludes stair enclosures, lifts, sanitary accommodation and any other fixed part of the building structure (but counters and display units etc should not be excluded).

#### **Place of Safety**

Means a place beyond the building in which a person is no longer in danger from fire.

#### **Protected Corridor**

Means a corridor, which is adequately protected from fire in adjoining accommodation by FIRE-RESISTING construction.

#### **Protected Lobby**

Means a FIRE-RESISTING enclosure providing access to a PROTECTED STAIRWAY via two sets of FIRE-RESISTING self-closing doors and into which no rooms open, other than toilets or lifts.

#### **Protected Route**

Means a route having an adequate degree of protection from fire including walls (other than any part that is an external wall of a building), doors, partitions, ceilings and floors separating the route from the remainder of the building.

#### **Protected Stairways**

Protected stairways are designed to provide virtually 'fire sterile' areas that lead to places of safety outside the building. Once inside a protected stairway, a person can be considered to be safe from immediate danger from flame and smoke. They can then proceed to a place of safety at their own pace. To enable this to be done, flames, smoke and gases must be excluded from these escape routes, as far as is reasonably possible, by fire-resisting structures or by an appropriate smoke control system, or by a combination of both these methods.

#### **Protected Stairways, Exits From**

Every protected stairway should discharge:

- a. Directly to a final exit; or
- b. By way of a protected exit passageway to a final exit.

### **Protected Stairways, Use Of Space Within**

A protected stairway needs to be free of potential sources of fire. Consequently, facilities that may be incorporated in a protected stairway are limited to the following:

- a.** Sanitary accommodation or washrooms, so long as the accommodation is not used as a cloakroom. A gas water heater or sanitary towel incinerator may be installed in the accommodation but not any other gas appliance
- b.** A lift well may be included in a protected stairway, if it is not a fire fighting stair
- c.** A reception desk or enquiry office area at ground or access level, if it is not in the only stair serving the building or part of the building. The reception or enquiry office area should not be more than 10m<sup>2</sup> in area
- d.** Cupboards enclosed with fire-resisting construction, if it is not in the only stair serving the building or part of the building.

### **Responsible Person**

A "Responsible Person" is the employer in relation to a workplace or 'a person' who has control as occupier or otherwise in connection with the carrying on of a trade, business or other undertaking (for profit or not). The responsible person can also be the owner of the premises where the person in control does not have control in connection with the carrying on of a trade, business or other undertaking. In a multi tenanted building there will be "Responsible Persons", who will be from each of the tenancies and the Landlord/Owner or their representative having control over the common parts and plant room areas.

### **Relevant Person**

A "Relevant Person" is any person, including the responsible person, who is or may be lawfully on the premises. A relevant person may also be anyone in the immediate vicinity of the premises where the workplace is located, who could be at risk from a fire in the premises.

### **Room**

An enclosed space within a building that is not used solely as a circulation space. (The term includes not only conventional rooms, but also cupboards that are not fittings, and large spaces such as warehouses, and auditoria. The term does not include voids such as ducts, ceiling voids and roof spaces).

### **Storey Exit**

Means an exit through which persons are no longer at immediate risk from the effect of fire and includes a FINAL EXIT, an exit to a PROTECTED LOBBY or PROTECTED STAIRWAY (including an exit leading on to an external stairway), and an exit provided for MEANS OF ESCAPE through a COMPARTMENT WALL via which a FINAL EXIT can be reached.

### **Width**

The width of:

- a.** A door (or doorway) is the clear width when the door is open;
- b.** An escape route is the width at 1500mm above floor level when defined by walls or elsewhere, the minimum width of passage available between any fixed obstructions;
- c.** A stair is the clear width between the walls or balustrades.

### **Notes:**

- 1.** Door hardware, handrails and strings that do not intrude more than 100mm into these widths may be ignored.
- 2.** The rails used for guiding a stair lift may be ignored when considering the width of a stair.

However, it is important that the chair or carriage can be parked in a position that does not cause an obstruction to either the stair or landing.

## APPENDIX E

Fig 1. First floor egress route to refuge corridor and staircase

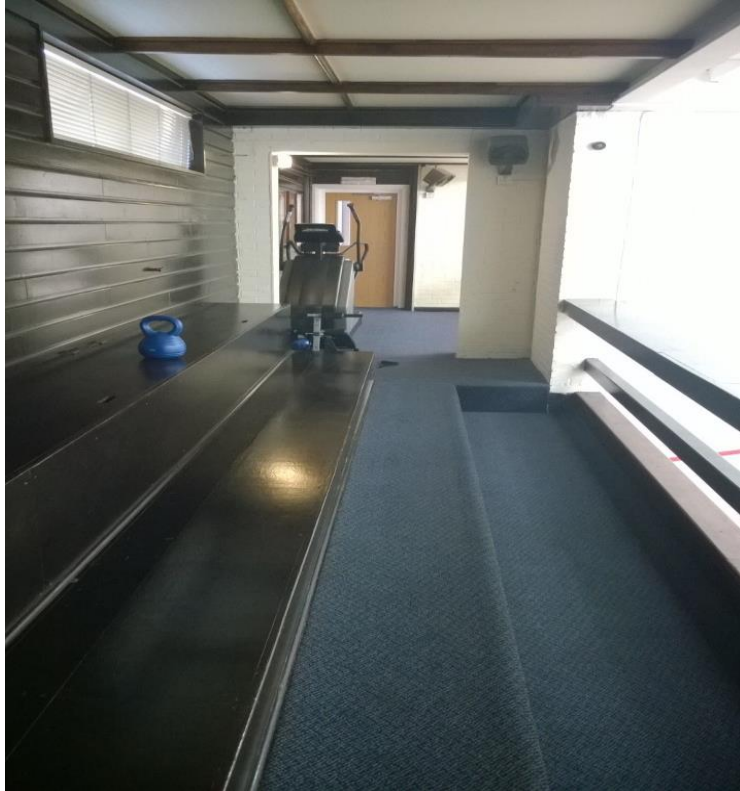


Fig 2. Fitness suite emergency bulk head lighting unit and secondary escape doorway



Fig 3. Final escape staircase from first floor fitness suite

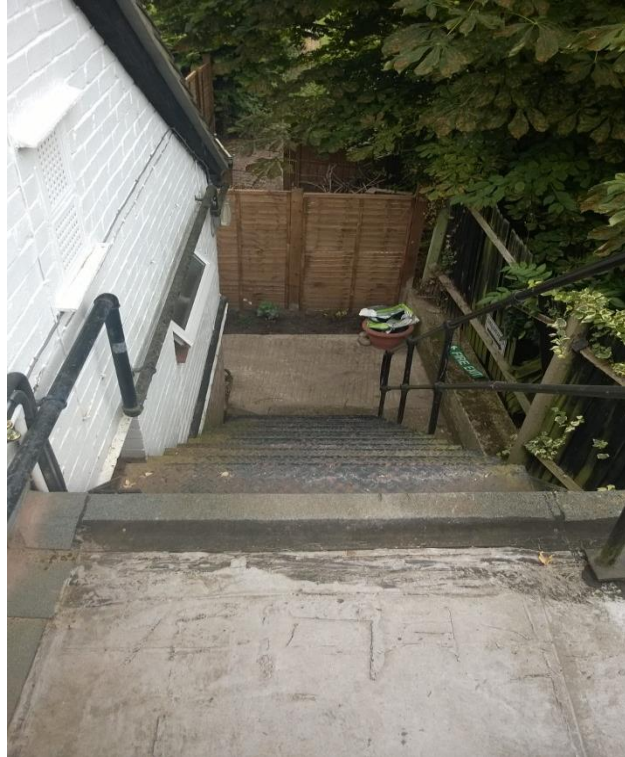


Fig 4. Emergency escape doorway and landing from first floor fitness suite

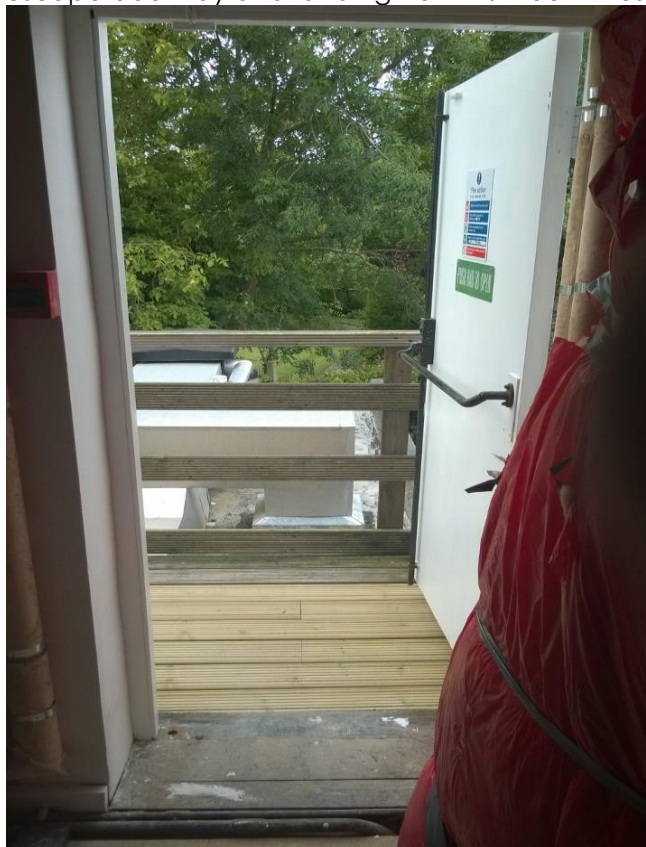




Fig 5. First floor external landing to final refuge from first floor fitness suite



Fig 6. First floor escape corridor from first floor fitness suite



Fig 7. Final emergency exit doorway from Gents changing room



Fig 8. Final emergency exit doorway from Ladies changing room