

**FIRE RISK ASSESSMENT AT LANCASTER SPORTS CENTRE,
CHAPEL STREET MSCP & MOTORPLUS
THURSDAY 15th DECEMBER 2005
THIRD FLOOR, ROMAN HOUSE**

Attendees: Phil Derbyshire, (Chair) – Corporate Services, Maintenance
Dave Heywood – H&S Advisor, Corporate Services
John Tyler – H&S Advisor, Education Service
Paul Cree – Faithful & Gould
Nick O’Key – Fire Safety Officer
Jack Dempsey – Fire Safety Officer

ITEM	ACTION
<p>Meeting commenced at 09:00 hours.</p> <p>PD advised that the key issues discussed in the meeting of 22nd Nov 05 were moving forward. These included new fire doors to the boiler room and ventilation. Management issues had been put in place at LSC; correct storage of combustibles, limiting number of users to 75, and wheelchair users booked in advance and by specific risk assessment.</p> <p>With reference to the 'Fire Risk Assessment' report dated November 2005 carried out by F&G – NO made observations and advise on the following items of the report:</p> <p>1.0 Management Of Fire Arrangements</p> <p>1.1.1 NO recommended records kept of fire inspections.</p> <p>1.2 Management OF Fire Procedures</p> <p>1.2.5 High risk, vulnerable users - NO agreed with risk reduction procedures that had been implemented.</p> <p>1.2.6 Un-used areas must be included in sweep search. JT said this issue now resolved; reception permanently staffed by a fully trained person.</p> <p>2.0 Means Of Escape</p> <p>2.1.1 From the mixed gym there is no alternative means of escape – occupants have to exit via reception area. PC concerned about the possibility of there being no access via there. Gym users should be able bodied and able to evacuate via a short vertical ladder. NO was not unduly concerned with the size of the escape stairs in the car park – users discharging from the back entrance of LSC have a variety of exits through the MSCP. NO concerned that the seals to the fire doors to the MSCP were missing. PD advised that replacement smoke seals and door closers were ordered and that weekly inspections were being carried out for vandalism by a surveyor in addition to daily</p>	<p>PD</p>

<p>inspection by parking staff.</p> <p>2.1.6 PD has arranged for remedial work to door from sports hall onto car park to be carried out next week to ensure easily opened.</p> <p>2.1.14 NO agreed with the recommendation for the main entrance double electric doors to be linked to the fire alarm system, to ensure that they fail safe.</p> <p>2.2.2 NO advised that the travel distance from rooms 19 and 20 to the exit was within recommendations. Un-concerned with room 17 being locked in which judo mats are stored.</p> <p>2.2.3 JT advised that wheelchair users were booked in advance and by specific risk assessment. NO happy with this proposal.</p>	<p>PD</p>
<p>3.0 SIGNS & NOTICES NO was in agreement with the reports recommendations.</p> <p>4.0 NORMAL & EMERGENCY LIGHTING 4.2 Emergency lighting inadequate as it does not currently extend to all areas. NO requires this to be reviewed. 4.2 Fire safety officers were not concerned with the lack of lighting in the car park areas; with the building being open sided, there is plenty of borrowed light. The escape routes in the MSCP must be illuminated and checks to be made that the rear exit from LSP onto the car park is illuminated.</p> <p>5.0 DETECTING A FIRE 5.1 Automatic fire detection required in the ceiling void. Additional AFD's required inside LSC to give warning in the event of fire. Currently none to the ladies gym and on the corridor by the changing rooms. PD advised that battery operated units had been fitted, however more permanent solution required.</p> <p>6.0 RAISING THE ALARM 6.4 NO not unduly concerned with the number of break glass points in LSC, provided that reception is permanently staffed. Chapel St MSCP does not have fire alarm break glasses fitted, however visual observation would identify fire. 6.9 Weekly fire alarm call point testing to be implemented.</p> <p>7.0 FIRE FIGHTING EQUIPMENT NO was in agreement with the reports recommendations.</p> <p>8.0 STRUCTURAL FEATURES 8.1 Alternative ventilation to be provided from the boiler house. 8.3 Wall coverings to escape routes to be in line with guidance.</p>	<p>PD</p>

<p>10.0 TRAINING</p> <p>10.6 Training of the staff is crucial. JT reported that LSC wouldn't open if there was only one staff member.</p> <p>NO to confirm his recommendations in writing to PD.</p> <p>Linking the three properties is key. PD advised that LSC, Chapel ST MSCP and Motorplus Showroom should be conversant with each properties fire evacuation policy.</p> <p>Meeting closed at 09:55 hours.</p>	NO
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Circulation: All attendees.