DERBY CITY COUNCIL

LANCASTER HOUSE
CAR PARK &
LEISURE CENTRE

NOVEMBER 2005

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Caveat Emptor

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1.0 Introduction

This report consists of a Fire Risk Assessment under the provisions of the Fire Precautions (Workplace) Regulations 1997, Amended 1999 and The Management of Health & Safety at Work Regulations 1992.

2.0 Executive Summary

The regulations require the employer to use the Fire Risk Assessment in accordance with the Organisations Health & Safety Management Control System as an integral part of health and safety provisions in the workplace and to ensure that they are monitored as part of overall arrangements and individual responsibilities.

Details of actions taken should be recorded.

Generally, the company's commitment to fire safety was demonstrated, by the co-operation and assistance given during the Fire Risk Assessment.

However, significant shortcomings were identified as regards compliance with Fire Legislation and good practice and action is recommended to comply.

A complete list of unsatisfactory Hazards and Risks is included within the summary to this report together with recommended actions.

2.1 Assessed Risk

The overall risk assessment rating is considered to be **High**. This assessment is based on the design and position of the leisure centre, number of occupants of both the leisure centre and the car park and also the fact that it is used extensively by the general public, schools and both able bodied and disabled persons.

The implementation of actions in response to the recommendations would help reduce the fire risk.

As a minimum it is important that all high priority recommendations are addressed.

2.2 Description of Workplace

The Clients premises known Lancaster House, Derby consists of a 10 level multi storey car parking facility with a public leisure centre above and a car showroom below. For purposes of this assessment only the car parking facility and the leisure centre have been included. The car showroom will be provided as a separate assessment.

The building is constructed with traditional brick.

The exact date of construction is not known. The building has a modern Fire Certificate under the Fire Precautions Act 1971 and this was available at the time of the visit.

2.3 Use of Workplace

Approximately 20 people are employed to work in the leisure centre, this number varying between one and five depending on rotas and activities taking place. We understand that a maximum of 150 persons occupy the leisure centre at various times of the day. Occupants to the leisure centre vary in numbers and include both able bodied and persons with various types of disability.

The car park facility appears to be well supported and has a capacity for approximately 550 vehicles.

3.0 Definitions

3.1 Assessment of Risk

The size of any current risk identified within the assessment has been estimated using the following criteria:-

Low Fire Risk

Workplaces or parts of a workplace where there is some likelihood of a fire but minimum risk to life safety because any fire should be rapidly detected and brought under control and all employees and visitors safely evacuated to a designated area before smoke becomes a problem.

Medium or Normal Fire Risk

Workplaces which have some likelihood of a fire which may not be rapidly detected. Any outbreak will not spread rapidly and the smoke is likely to remain confined or is likely to spread slowly thereby allowing people time to escape to a place of safety. Some persons may suffer minor burns and perhaps smoke inhalation.

High Fire Risk

Workplaces where there is a likelihood of fire occurring which may remain undetected for a significant time. Any fire outbreak would spread heat or smoke rapidly out of control and persons may be unable to escape to a place of safety. A loss of life or serious injury could result due to burns, smoke inhalation and structural collapse.

3.2 Priorities for Action

The report contains priorities for action as a guide to management to enable them to identify immediate requirements (Priority 1) essential requirements (Priority 2) and desirable requirements (Priority 3).

Priority 1

Immediate Action required to reduce or eliminate serious threats to Fire Safety. Failure to act may contravene statutory requirements and could lead to the issue of notices of legal proceedings by the Enforcing Authority (Action - Immediate)

Priority 2

Planned Action required to reduce or remove lesser but real threats to Fire Safety. Contravention may lead to the issue of Notices, legal proceedings or a letter by the Enforcing Authority (Action suggest 3 to 6 months)

Priority 3

Action desirable to demonstrate that precautions or techniques are consistent with good Fire Safety controls and practice. Serious harm unlikely (Action - Next suitable opportunity (eg) budget available).

4.0 Summary

This section is a summary of the actions recommended to ensure compliance with legal requirements and recognised standards relating to the workplace and activities under the employers control.

To assist in the prioritisation of actions, each has been given a priority rating as defined earlier in the report and itemised within a structured action plan.

It is recommended that the items identified are allocated to an appropriate responsible person, made accountable for ensuring that remedial action is taken,

The management of Health & Safety at Work Regulations 1992 also require you to bring the Fire Risk Assessment to the attention of all employees, ensuring that they are properly informed and instructed in the controls as part of general training provisions.

4.1 Itemised Report and Action Plan

Section 1 Management of Fire
Section 1.1 Arrangements

1.1.1

Are regular and frequent fire safety inspections carried out?

Yes	
No	✓

1.1.2

Are there adequate arrangements to review fire risk assessments?

Yes	✓
No	

1.1.3

In multi-site organisations have all locations been fire risk assessed?

Yes	
No	
Not applicable	✓

1.1.4

Is there a company policy on the control of smoking?

Yes	✓
No	

1.1.5

Have a sufficient number of fire marshals/evacuation officers been appointed?

Yes	
No	✓
Not applicable	

1.1.6

Can the building be easily located by the fire brigade?

Yes	✓
No	

1.1.7

In the event of fire, are there adequate arrangements to brief the fire brigade on arrival and provide them with plans of the building etc.?

Yes	✓
No	
Not applicable	

Section 1 Management of Fire
Section 1.1 Arrangements (cont).

1.1.8

If a building is complex or has difficult access for external rescue has the fire brigade been invited to familiarise themselves with the layout?

Yes	✓
No	
Not applicable	

1.1.9

Are water supplies adequate?

Yes	✓
No	

1.1.10

Is there any other factor regarding the arrangements for fire safety that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 1.2 Procedures

1.2.1

Does the building or site have a written fire procedure?

Yes	✓
No	

1.2.2

Is the fire procedure simple, easy to understand and will it work?

Yes	✓
No	

1.2.3

Are there adequate procedures for contacting the fire brigade?

Yes	✓
No	
Not applicable	

1.2.4

Are there adequate emergency procedures in force to handle the associated consequences of a fire.

Yes	✓
No	
Not applicable	

1.2.5

Have adequate procedures been adopted for the evacuation of vulnerable people e.g. children, elderly, disabled people etc?

Yes	
No	✓
Not applicable	

1.2.6

Is there an effective procedure to ensure that no-one is left in the building on evacuation?

Yes	
No	✓
Not applicable	

1.2.7

Is there an effective permit to work system in operation for all hot work and other fire related work?

Yes	✓
No	
Not applicable	

Section 1.2 Procedures (cont'd)

1.2.8

Is there a procedure in place to adequately investigate all fires and explosions, or incidents with a potential for fire and explosion?

Yes	✓
No	

1.2.9

Is there any other factor regarding the procedures for fire safety that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 2 Means of Escape
Section 2.1 Doors and exits

2.1.1

Do all rooms and storeys have a sufficient number of exits available for the maximum number of people likely to use them?

Yes	
No	✓

2.1.2

Do all doors from areas from which a large number of people may have to escape open in the direction of travel?

Yes	
No	✓
Not applicable	

2.1.3

Do all exits from small rooms and restricted areas in which a fire may develop rapidly open outwards?

Yes	
No	
Not applicable	✓

2.1.4

Do all final exits lead to a place from where people can safely disperse and no longer be in danger from fire or smoke?

Yes	✓
No	

2.1.5

Can all doors on escape routes be opened readily and easily from the inside without the use of a key?

Yes	✓
No	
Not applicable	

2.1.6

Can all doors fitted with security locks be readily and easily opened in an emergency?

Yes	
No	✓
Not applicable	

2.1.7

Do all emergency exit doors (i.e. doors not in normal use) have clear instructions displayed on how to open?

Yes	
No	✓
Not applicable	

Section 2 Means of Escape
Section 2.1 Doors and exits (cont).

2.1.8

Do all emergency exit doors (i.e. doors not in normal use) open in the direction of escape?

Yes	✓
No	
Not applicable	

2.1.9

Are all emergency exit doors (i.e. doors not in normal use) of the hinged type (i.e. not sliding, lifting or revolving?

Yes	✓
No	
Not applicable	

2.1.10

Are all means of escape doors NOT in normal use opened at least monthly?

Yes	✓
No	
Not applicable	

2.1.11

Do all fire resisting self-closing doors close freely into their frames?

Yes	
No	✓
Not applicable	

2.1.12

Are all fire resisting self-closing doors free of devices liable to prevent them closing?

Yes	✓
No	
Not applicable	

2.1.13

Are all fire resisting, self-closing doors free of obstructions liable to prevent them from closing?

Yes	✓
No	
Not applicable	

Section 2 Means of Escape
Section 2.1 Doors and exits (cont).

2.1.14

Where fire resisting self-closing doors are fitted with electro-magnetic, or other hold-open devices, are they closed at critical times?

Yes	
No	✓
Not applicable	

2.1.15

Where fire doors are provided with glazed areas, is the glazing fire resistant?

Yes	✓
No	
Not applicable	

Section 2.2 Escape routes

2.2.1

Are all escape routes, doors, floor coverings, stairs and banisters visually in good condition and well maintained?

Yes	
No	✓

2.2.2

Are all escape routes clear and unobstructed?

Yes	
No	✓

2.2.3

Are escape routes able to be used by all occupants e.g. children, elderly, disabled etc?

Yes	
No	✓

2.2.4

Are all travel distances acceptable?

Yes	
No	✓

2.2.5

Are all dead end situations satisfactory as regards travel distance and/or fire protection?

Yes	
No	✓
Not applicable	

2.2.6

Are external fire escapes adequately protected where necessary?

Yes	✓
No	
Not applicable	

2.2.7

Are all assembly points located in safe positions from where people can disperse safely if necessary?

Yes	✓
No	

Section 2.3 Staircases

2.3.1

In offices and shops with only a single staircase is the means of escape acceptable?	**Yes**	
	No	
	Not applicable	✓

2.3.2

In educational buildings do all staircases conform with acceptable conform with acceptable fire safety criteria?	**Yes**	
	No	
	Not applicable	✓

2.3.3

In factories with only a single staircase is the means of escape acceptable?	**Yes**	
	No	
	Not applicable	✓

2.3.4

In hotels and boarding houses with only a single staircase is the means of escape acceptable?	**Yes**	
	No	
	Not applicable	✓

2.3.5

In places of entertainment are there a sufficient number of staircases according to the class of the building?	**Yes**	
	No	
	Not applicable	✓

2.3.6

Where a building is provide with alternative internal escape staircases, are the staircases adequately separated?	**Yes**	
	No	
	Not applicable	✓

Section 2.3 Staircases

2.3.7

Where a building is provided with alternative escape staircases is it possible to reach the alternative without having to pass through the other staircase?

Yes	
No	
Not applicable	✓

2.3.9

Where accommodation staircases are provided are they acceptable?

Yes	
No	
Not applicable	✓

Section 2.4 Inner rooms

2.4.1

Can all rooms be reached without passing through more than one access room?

Yes	✓
No	
Not applicable	

2.4.2

Are all rooms within rooms acceptable?

Yes	
No	
Not applicable	✓

2.4.3

Are all access rooms of an equal or lower fire risk than the inner rooms?

Yes	
No	
Not applicable	✓

2.4.4

Are all travel distances from inner rooms to the exits from access rooms acceptable?

Yes	
No	
Not applicable	✓

Section 2.5 Miscellaneous

2.5.1

Where disabled refuges are provided, are they adequately positioned and protected?

Yes	
No	
Not applicable	✓

2.5.2

Where the means of escape are pressurised is there a procedure to ensure the system is inspected, maintained and tested at an acceptable frequency?

yes	
No	
Not applicable	✓

2.5.3

If lifts are used for evacuation are they specifically designed for this purpose?

Yes	
No	
Not applicable	✓

2.5.4

Where lifts are used for evacuation purposes are they being adequately checked, tested and maintained?

Yes	
No	
Not applicable	✓

2.5.5

Is there any other factor regarding the means of escape that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 3 Signs and notices

3.1

Are all fire exit doors correctly signed?

Yes	✓
No	
Not applicable	

3.2

Are all escapes routes correctly signed at changes of direction and at least every30 metres on straight routes?

Yes	
No	✓
Not applicable	

3.3

Are all external emergency doors (i.e. doors not in normal use) suitably signed on the outside to prevent them being obstructed?

Yes	
No	✓
Not applicable	

3.4

Is all fire fighting equipment immediately visible or correctly signed?

Yes	✓
No	
Not applicable	

3.5

Where fire fighting equipment, or their location signs, is not readily visible, is there an adequate number of direction signs indicating where the equipment can be found?

Yes	
No	
Not applicable	✓

3.6

Are all fire assembly points adequately signed to prevent confusion?

Yes	
No	
Not applicable	✓

Section 3 Signs and notices (cont'd)

3.7

Are all flammable and explosive substances adequately signed to indicate their presence and danger?

Yes	
No	
Not applicable	✓

3.8

Is there an adequate number of no smoking/no naked lights signs where flammable substances or explosives are stored or used?

Yes	
No	
Not applicable	✓

3.9

Is there an adequate number of fire procedure notices displayed?

Yes	
No	✓

3.10

Are disabled refuges adequately signed?

Yes	
No	
Not applicable	✓

3.11

Are all signs and notices in good condition, unobstructed, legible and firmly fixed?

Yes	✓
No	
Not applicable	

3.12

Do all signs comply with the Safety Signs and Signals Regulations

Yes	✓
No	
Not applicable	

3.13

Is there any other factor regarding fire safety signs and notices that should be taken into account? If yes, detail below

Yes	
No	✓

Section 4 Normal and emergency lighting

4.1

Is the building adequately lit by normal or borrowed light?

Yes	
No	✓

4.2

Where necessary, is there a sufficient number of emergency lights to adequately illuminate all internal escape routes, exit doors and signs?

Yes	
No	✓
Not applicable	

4.3

Are all external escape routes adequately covered by emergency lighting where necessary?

Yes	✓
No	
Not applicable	

4.4

Are all emergency lights clean and visually in good condition?

Yes	✓
No	
Not applicable	

4.5

Where maintained emergency lights are installed are they all lit and providing adequate illumination?

Yes	
No	
Not applicable	✓

4.6

Are the emergency lights tested and/or inspected at least every six months?

Yes	✓
No	
Not applicable	

4.7

Are all non-maintained emergency lights illuminated for one hour during testing?

Yes	✓
No	
Not applicable	

Section 4 Normal and emergency lighting (cont'd)

4.8

Are external escape routes adequately lit by normal lighting where necessary?

Yes	✓
No	
Not applicable	

4.9

Are the switches to external normal lighting adequately marked?

Yes	✓
No	
Not applicable	

4.10

Are all normal lights, switches etc. clean and visually in good condition?

Yes	✓
No	
Not applicable	

4.11

Is there any other factor regarding the lighting that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 5 Detecting a fire

5.1

Where a fire may develop undiscovered and critically affect escape routes, are those areas visited frequently or provided with automatic fire detection?

Yes	
No	✓
Not applicable	

5.2

Where automatic fire detection is deemed to be necessary is there an adequate number of detectors in the critical areas?

Yes	
No	✓
Not applicable	

5.3

Where automatic fire detection is deemed to be necessary are all detectors correctly sited?

Yes	
No	✓
Not applicable	

5.4

Are all automatic fire detectors tested and maintained at least annually?

Yes	
No	
Not applicable	✓

5.5

Are all automatic fire detectors visually in good condition?

Yes	
No	
Not applicable	✓

5.6

Where fire resisting self closing doors are held open by devices that release the door on operation of the fire alarm is there a smoke detector on each side of the door?

Yes	
No	
Not applicable	✓

5.7

Is there any other factor regarding the detection of fire that should be taken into account? If yes, detail below

Yes	

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LANCASTER HOUSE, CAR PARK & LEISURE CENTRE

No ✓

Section 6 Raising the alarm

6.1

Where the means of raising the alarm is by hand-operated devices, can the operation of one device be heard throughout the entire building or site?	**Yes**	
	No	
	Not applicable	✓

6.2

Where the means of raising the alarm is by hand-operated devices, are they located in positions from where they can be operated with relative safety?	**Yes**	
	No	
	Not applicable	✓

6.3

Where the means of raising the alarm is by shouting, is this appropriate for the building or site?	**Yes**	
	No	
	Not applicable	✓

6.4

Where the means of raising the alarm is by means of break glass fire alarm points, are there an adequate number of points?	**Yes**	
	No	✓
	Not applicable	

6.5

Is the means of raising the alarm visually in good condition?	**Yes**	✓
	No	
	Not applicable	

6.6

Have adequate measures been adopted to ensure people with hearing impairment are given warning of fire?	**Yes**	
	No	✓
	Not applicable	

6.7

Where people are wearing hearing protection, have adequate measures been adopted to ensure they will receive warning of a fire?	**Yes**	
	No	
	Not applicable	✓

Section 6 Raising the alarm (cont'd)

6.8

Is the means of raising the alarm adequately maintained?

Yes	✓
No	
Not applicable	

6.9

Where an electric fire alarm system is installed, it is tested weekly ensuring that all call points are tested in a thirteen week period.

Yes	
No	✓
Not applicable	

6.10

Where an electric fire alarm system is installed, is it audible throughout the building?

Yes	
No	✓
Not applicable	

6.11

Where an electric fire alarm system is installed do the sounders all sound the same?

Yes	✓
No	
Not applicable	

6.12

Is there any other factor regarding the fire alarm that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 7 Fire fighting equipment
Section 7.1 Extinguishers

7.1.1

Is there an adequate number of fire extinguishers in the building?

Yes	
No	✓
Not applicable	

7.1.2

Are all extinguishers correctly sited?

Yes	
No	✓
Not applicable	

7.1.3

Are all extinguishers suitable for the risk?

Yes	
No	✓
Not applicable	

7.1.4

Do all extinguishers have a similar method of operation?

Yes	✓
No	
Not applicable	

7.1.5

Is the colour coding of extinguishers common throughout the building or site?

Yes	✓
No	
Not applicable	

7.1.6

Are all extinguishers hung on brackets, stood on fixed bases or otherwise specifically located?

Yes	✓
No	
Not applicable	

7.1.7

Are all extinguishers and their brackets or bases visually in good condition?

Yes	✓
No	
Not applicable	

Section 7 Fire fighting equipment
Section 7.1 Extinguishers (cont'd)

7.1.8

Are all extinguishers in place?

Yes	✓
No	
Not applicable	

7.1.9

Are all extinguishers fully charged?

Yes	✓
No	
Not applicable	

7.1.10

Are all extinguishers maintained at an acceptable frequency?

Yes	✓
No	
Not applicable	

7.1.11

Is there an effective procedure to ensure empty, used, damaged or defective extinguishers are re-charged, repaired or replaced within an acceptable time

Yes	✓
No	
Not applicable	

7.1.12

Is there any other factor regarding extinguishers that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 7.2 Other fire fighting equipment

Is there fire fighting equipment other than extinguishers in the building?

Yes	✓
No	

7.2.1

Are all hose reels visually in good condition?

Yes	
No	✓
Not applicable	

7.2.2

Are all hose reels maintained at an acceptable frequency?

Yes	
No	✓
Not applicable	

7.2.3

Are there clear operating instructions next to each hose reel?

Yes	
No	✓
Not applicable	

7.2.4

If only hose reels have been provided, do they reach to all parts of the building?

Yes	
No	
Not applicable	✓

7.2.5

Do all hose reels have the same operating method?

Yes	✓
No	
Not applicable	

7.2.6

Where the premises or plant is provided with fixed installations for fighting fire is there a procedure to ensure they are inspected, maintained and tested at an acceptable frequency?

Yes	
No	
Not applicable	✓

Section 7.2 Other fire fighting equipment (cont'd)

7.2.7

Is the sprinkler main stop valve(s) locked in the open position?

Yes	
No	
Not applicable	✓

7.2.8

Where gaseous extinguishing systems are installed is the containment satisfactory?

Yes	
No	
Not applicable	✓

7.2.9

Are all large compartments provided with sprinklers?

Yes	
No	
Not applicable	✓

7.2.10

Is there any other factor regarding other fire fighting equipment that should be taken into account? If yes, detail below

.

Yes	
No	✓

Section 8 Structural features

8.1

Are there any vertical shafts likely to allow fire or smoke to spread and affect the escape routes?

Yes	✓
No	

8.2

Are there any horizontal voids likely to allow fire or smoke to spread and affect the escape routes?

Yes	✓
No	

8.3

Are there any wall or vertical coverings in the escape routes likely to aid rapid spread of flame

Yes	✓
No	

8.4

Are the ceiling coverings likely to aid rapid spread of flame?

Yes	✓
No	

8.5

Are all long corridors adequately provided with fire doors at sufficient intervals

Yes	
No	
Not applicable	✓

8.6

If the building is higher than four floors is access available for fire brigade high rise appliances?

Yes	✓
No	
Not applicable	

8.7

Is the access road and ground surrounding the building able to take the weight of fire appliances?

Yes	✓
No	

Section 8 Structural features (cont'd)

8.8

Is there any other factor regarding the structural features of the building that should be taken into account? If yes, detail below.	**Yes**	
	No	✓

Section 9 Ignition risks
Section 9.1 Electrical ignition risks

9.1.1

Are all electrical circuits and fixed electrical installations examined and tested at an acceptable frequency?

Yes	✓
No	
Not applicable	

9.1.2

Are all portable electrical appliances examined and tested at an acceptable frequency?

Yes	✓
No	
Not applicable	

9.1.3

Is there any evidence of unauthorised or amateur electrical work?

Yes	
No	✓

9.1.4

Is the use of adaptors, extension leads and gangs kept to a minimum?

Yes	✓
No	

9.1.5

Is there any evidence of local overheating?

Yes	
No	✓

9.1.6

Is there any evidence of damage or deterioration to electrical equipment or cables?

Yes	
No	✓

9.1.7

Have suitable and adequate control measures been implemented where static electricity is a risk?

Yes	
No	
Not applicable	✓

9.1.8

Are they any electrical, radiant or convector, space heaters operated through a time switch?

Yes	
No	✓

Section 9 Ignition risks
Section 9.1 Electrical ignition risks (cont'd)

9.1.9

Are all switches and plugs that operate electrical heaters clearly marked to indicate the appliance they are connected to?	**Yes**	
	No	
	Not applicable	✓

Section 9.2 Other ignition risks

9.2.1

Is housekeeping to an acceptable standard?

Yes	✓
No	

9.2.2

Are internal waste storage facilities to an acceptable standard?

Yes	✓
No	
Not applicable	

9.2.3

Are external waste storage facilities to an acceptable standard?

Yes	✓
No	
Not applicable	

9.2.4

Are heating methods to an acceptable standard?

Yes	✓
No	
Not applicable	

9.2.5

If smoking is allowed are there adequate facilities provided?

Yes	
No	
Not applicable	✓

9.2.6

Does all smoking take place only in authorised places

Yes	
No	
Not applicable	✓

9.2.7

Is the storage of flammable substances (i.e. solids, liquids or gases) to an acceptable standard?

Yes	
No	
Not applicable	✓

Section 9.2 Other ignition risks (cont'd)

9.2.8

Are flammable substances used in an acceptable manner?

Yes	
No	
Not applicable	✓

9.2.9

Are all dust ignition risks adequately controlled?

Yes	
No	
Not applicable	✓

9.2.10

Are all chemicals stored in compatible groups with adequate separation between incompatible groups?

Yes	
No	
Not applicable	✓

9.2.11

Have all easy targets or access points for arsonists been removed or adequately protected?

Yes	
No	
Not applicable	✓

9.2.12

Is there any other factor regarding any ignition risks that should be taken into account? If yes, detail below.

Yes	
No	✓

Section 10 Training

10.1

Have all staff been trained in fire procedures in the last twelve months?

Yes	✓
No	
Not applicable	

10.2

If there is no fire party, have all staff received adequate training in the use of fire fighting equipment in the last twelve months?

Yes	
No	✓
Not applicable	

10.3

If there is a fire party, have all members of the party received adequate training in the last twelve months?

Yes	
No	
Not applicable	✓

10.4

Are fire drills being carried out at an acceptable frequency?

Yes	✓
No	
Not applicable	

10.5

When fire drills are carried out, is one escape route marked to be unusable?

Yes	
No	
Not applicable	✓

10.6

Have all fire marshals/evacuation officers received adequate training in the last twelve months?

Yes	
No	✓
Not applicable	

10.7

Have all newly appointed staff received fire safety induction training?

Yes	✓
No	
Not applicable	

Section 10 Training (cont'd)

10.8

Have all staff with particular duties relevant to an outbreak of fire received adequate training in the last twelve months?	**Yes**	
	No	
	Not applicable	✓

10.9

Is there any other factor regarding fire safety training that should be taken into account? If yes, detail below	**Yes**	
	No	✓

Section 11 Documentation
Section 11.1 Fire Certificate

Does the building require a fire certificate?	**Yes**	✓
	No	

Section 11.1.1

Does the building have a current fire certificate?	**Yes**	✓
	No	

Section 11.1.2

Is a copy of the fire certificate kept on the premises?	**Yes**	✓
	No	

Section 11.1.3

If there have been any alterations to the building, has the fire certificate been amended to reflect this?	**Yes**	✓
	No	
	Not applicable	

Section 11.1.4

If the fire certificate contains a clause limiting the number of occupants is the maximum number being adhered to?	**Yes**	
	No	
	Not applicable	✓

Section 11.2 Other documentation

11.2.1

Is all training adequately recorded?

Yes	
No	✓
Not applicable	

11.2.2

Is maintenance and testing of emergency lights adequately recorded?

Yes	✓
No	
Not applicable	

11.2.3

Are all fire drills adequately recorded?

Yes	✓
No	
Not applicable	

11.2.4

Is maintenance and testing of the means of raising the alarm adequately recorded?

Yes	✓
No	
Not applicable	

11.2.5

Are all checks and maintenance on fire fighting equipment adequately recorded?

Yes	✓
No	
Not applicable	

11.2.6

Are all electrical inspections and tests adequately recorded?

Yes	✓
No	
Not applicable	

11.2.7

Is maintenance and testing of the pressurised escape routes adequately recorded?

Yes	
No	
Not applicable	✓

Section 11.2 Other documentation (cont'd)

11.2.8

Is maintenance and testing of the fixed installations adequately recorded?	**Yes**	✓
	No	
	Not applicable	

11.2.9

Is maintenance and testing of the evacuation/fire fighting lifts adequately recorded?	**Yes**	
	No	
	Not applicable	✓

11.2.10

Is there any other factor regarding fire safety documentation that should be taken into account? If yes, detail below	**Yes**	
	No	✓

DERBY CITY COUNCIL **NOVEMBER 2005**
LANCASTER HOUSE, CAR PARK & LEISURE CENTRE

Quantifying the Fire Hazard and Fire Risk using a 5 x 5 Risk Factor Matrix:-

FIRE HAZARD		FIRE RISK (Probability)	
DESCRIPTION	**VALUE (H)**	**DESCRIPTION**	**VALUE (R)**
Negligible	**1**	**Unlikely**	**1**
Slight	**2**	**Possible**	**2**
Moderate	**3**	**Quite Possible**	**3**
Severe	**4**	**Likely**	**4**
Very Severe	**5**	**Very Likely**	**5**

		FIRE HAZARD VALUE				
		5	**4**	**3**	**2**	**1**
Fire Risk Value	**5**	**25**	**20**	**15**	**10**	**5**
	4	**20**	**16**	**12**	**8**	**4**
	3	**15**	**12**	**9**	**6**	**3**
	2	**10**	**8**	**6**	**4**	**2**
	1	**5**	**4**	**3**	**2**	**1**

Assessment Category	
Risk Category	
	Low
	Normal
	High

For the purposes of this matrix:-

H = Fire Hazard and Harm that would result

R = Fire Risk and probability that a fire event will occur

Fire Risk factor (F) = H x R

ASSESSMENT OF RISK

Ref. Number	Hazard	Hazard Value	Risk Value	Risk Factor
1.1.1	Regular and frequent fire inspections are not being carried out.	3	4	12 - Normal
1.1.5	Insufficient fire marshals trained and available	3	3	9 - Normal
1.2.5	Inadequate procedures for evacuation of vulnerable people	3	3	9 - Normal
1.2.6	Inadequate procedure to ensure no one is left in the building	4	3	12 - Normal
2.1.1	Inadequate number of exits	4	3	12 - Normal
2.1.6	Door with security lock in sports hall not easily opened	3	3	9 - Normal
2.1.11	Fire doors not closing freely in their frames	4	3	12 - Normal
2.1.14	Main door control inappropriate	3	3	9 - Normal
2.2.1	Inappropriate fire resistant doors	4	3	12 - Normal
2.2.2	Escape routes blocked / removed	4	3	12 - Normal
2.2.3	No means of escape for disabled people	4	3	12 - Normal
3.2	Inadequate directional signage	3	3	9 - Normal
3.3	External emergency doors not suitably signed on the outside.	2	3	6 - Normal
4.2	Inadequate emergency lighting	4	3	12 - Normal
5.1	Inadequate fire detection	4	3	12 - Normal
6.4	Inadequate number of fire alarm break glass points	4	3	12 - Normal
6.6	Inadequate measures to warn people with hearing impairment warning of fire	4	3	12 - Normal
6.9	Fire alarm not tested weekly	2	3	6 - Normal
6.10	Fire alarm cannot be heard throughout the building	4	3	12 - Normal
7.1.1	Inadequate number of fire extinguishers	2	3	6 - Normal
7.1.3	Fire extinguishers not suitable for the risk	2	3	6 - Normal
7.2.1	Hose reel not adequately maintained	2	3	6 – Normal
7.2.3	No operating instructions for hosereel	2	3	6 - Normal
8.1	Vertical shafts to allow spread of smoke and fire	4	3	12 - Normal
8.2	Horizontal voids to allow spread of smoke and fire.	4	3	12 - Normal
8.3	Wall coverings to allow spread of fire	4	3	12 - Normal
8.4	Ceiling coverings to allow spread of fire	4	3	12 - Normal

ASSESSMENT OF RISK

10.2	Staff not trained in the use of fire extinguishers	3	3	9 - Normal
10.6	Fire marshal training inadequate	4	3	12 - Normal
11.2	Training not adequately recorded	3	3	9 - Normal

ITEM	COMMENTS	PRIORITY
1.0	**MANAGEMENT OF FIRE**	
1.1	**ARRANGEMENTS**	
1.1.1	Are regular and frequent fire inspections carried out?	
	The leisure centre manager informed the assessor that regular fire safety inspections were being carried out. However, there was no recorded evidence of this taking place. Walk round fire safety inspections should be carried out by a responsible person on a regular and frequent basis using a pre-determined checklist of items to look at.	
	Recommendations	
	Draw up a checklist of items to look at and carry out regular checks on a frequent basis. In this instance we would suggest once a day for the leisure centre.	2
	For the car park, we would also recommend that a checklist is drawn up and checks carried out once a week.	3
1.1.5	Have a sufficient number of fire marshals/evacuation officers been appointed?	
	All leisure centre staff are required to carry out the duties of fire marshal as part of their everyday responsibilities, with the number of staff on duty at any one time varying from one to five depending on occupancy levels. There should always be a sufficient number of fire marshals available to ensure that the premise is evacuated for this type of building within two and a half minutes of the alarm being sounded. If fire marshals cannot check and evacuate their area within this timescale, then their allotted area is too large and extra fire marshals should be appointed and trained.	
	Recommendations	
	With any level of occupancy in this building, one fire marshal is not considered to be adequate. We would strongly recommend that the number of fire marshals on duty at any one time is two and the number increased proportionately, as occupancy levels increase.	1

ITEM	COMMENTS	PRIORITY
1.0	**MANAGEMENT OF FIRE**	
1.2	**PROCEDURES**	
1.2.5	Have adequate procedures been adopted for the evacuation of vulnerable people e.g. children, the elderly, disabled etc?	
	The leisure centre is occupied by children, physically disabled persons and also those with learning difficulties who are all considered to be of a high risk and may require additional assistance in emergency situations. As such safe procedures for their evacuation must be implemented. These procedures must be practised frequently and should be documented to allow changing staff to familiarise themselves with the procedures.	
	Recommendations	
	Implement procedures for the evacuation of vulnerable people.	1
1.2.6	Is there an effective procedure to ensure that no one is left in the building on evacuation?	
	When the fire brigade arrives their first concern is to ensure that no one is left inside the building. It is therefore essential that there is an effective evacuation procedure in place. In this instance it is suggested that a sweep search is an effective means of checking evacuation of the leisure centre.	
	Recommendations	
	Implement a suitable fire procedure to include an adequate number of trained staff to implement a sweep search of all areas.	1
	Within the car park areas, a comprehensive system of signage should be provided to instruct occupants on what to do on hearing the alarm and on discovering a fire.	2

ITEM	COMMENTS	PRIORITY

2.0 MEANS OF ESCAPE
2.1 DOORS & EXITS

2.1.1 Do all rooms and storeys have a sufficient number of exits available for the maximum number of people likely to use them?

The existing means of escape from the leisure centre is provided through the main entrance doors to the car park stairs, at the leisure centre reception end of the building. An alternative means of escape from the opposite end of the building onto the top floor of the car park has been provided from the sports hall area only. There is no alternative means of escape from the other areas of the leisure centre. Should a fire start in the reception area of the leisure centre, it could provide a situation where there is no means of escape available for some occupants of the leisure centre. The whole issue of means of escape from the leisure centre gives cause for concern. It would appear from sizing of the escape stairs that this means of escape was designed for the car park only, with no consideration for users of the leisure centre.

Should the fire alarm in the building be activated, it is possible at peak times when the car park is occupied to full capacity, that the stairs will be full of people making their escape from the car park. This would delay those making their escape from the leisure centre where the fire could be.

Recommendations

Providing an acceptable means of escape for those using the leisure centre is considered to be difficult and incur a considerable amount of financial commitment. However, it is essential that all occupants are provided with an acceptable means of escape. In providing a suitable means of escape, it may be necessary to consider the combination of constructing an alternative means of escape onto the top level of the car park and restricting occupancy numbers on the top three levels of the car park.

The design of a suitable means of escape is outside the scope of this assessment, but we would recommend urgent action is taken to reduce the level of risk to occupants within the leisure centre and car park areas. 1

ITEM	COMMENTS	PRIORITY
2.0	**MEANS OF ESCAPE**	
2.1	**DOORS & EXITS**	
2.1.6	Can all doors fitted with security locks be readily and easily opened in an emergency?	
	The alternative means of escape from the sports hall onto the car park is provided with a door that has shoot locks fitted for security reasons and the panic opening device is considered to be difficult to operate and not immediately obvious to users.	
	All emergency exit doors should be immediately available to those who need to use them and be obvious in their operation.	
	Recommendations	
	The shoot bolts should be removed at all times of occupancy to eliminate the risk of unauthorised locking.	2
	The crash bars should be replaced with a more easily useable type which will require to be flushed into the door composition for safety and provided with operating instructions.	2
2.1.14	Where fire resistant self closing doors are fitted with electro-magnetic, or other hold open devices, are they closed at critical times?	
	The main entrance doors to the leisure centre from the escape stairs are electrically operated and controlled by passive infer red detectors for those accessing the centre and a manually operated button to allow egress. This system is provided to assist in ensuring that young children do not wander out of the centre unsupervised. The doors do not fail safe when the fire alarm is activated and rely on the push button being manually operated, which could delay those making their escape should no one press the button.	
	Recommendations	
	The doors should be connected to the fire alarm system, to ensure that they fail safe (are free to open) on activation of the alarm and supported with adequate operating instructions.	2

ITEM	COMMENTS	PRIORITY
2.0	**MEANS OF ESCAPE**	
2.2	**ESCAPE ROUTES**	
2.2.1	Are all escape routes, doors, floor coverings, stairs and banisters visually in good condition and well maintained?	
	The quality of fire resistance and maintenance of most of the internal doors in the leisure centre, which are expected to be of fire resisting standard and fitted with self closing devices, smoke seals etc is considered to be poor. Many also do not close freely in their frames.	
	Recommendations	
	A review of all doors within the leisure centre is required to ensure that they are of suitable fire resistance, have closers and smoke seals fitted and close freely in their frames.	2
2.2.1	The fire doors from the car park areas to the escape stairs are of adequate fire resistance but have had their smoke seals removed, have door closers which do not operate adequately and in some instances, stick in the open position.	
	Recommendations	
	Maintain fire doors in car park area to an acceptable standard.	2
2.2.2	Are all escape routes clear and unobstructed?	
	An alternative means of escape from rooms 19 & 20 was initially provided through room 17. This ensured that the travel distance from any part of rooms 19 & 20 was not excessive. However, at the time of the assessment, the means of escape through room 17 was blocked of and unavailable	
	Recommendations	
	The means of escape through room 17 should be re-opened to reduce the travel distance from rooms 19 & 20 to an acceptable level.	2

ITEM	COMMENTS	PRIORITY
2.0	**MEANS OF ESCAPE**	
2.2	**ESCAPE ROUTES**	
2.2.3	Are escape routes able to be used by all occupants e.g. children, ,elderly and disabled?	
	At present there are no adequate facilities for the evacuation of the above in the event of an emergency. These occupants will require consideration when planning means of escape.	
	Recommendations	
	In the leisure centre areas, disabled refuges should be established with supporting procedures incorporated, including training of staff.	1
	In the car park, disabled refuges should be identified in the escape stairs with suitable instruction signage for occupants.	2

ITEM	COMMENTS	PRIORITY
3.0	**SIGNS & NOTICES**	
3.2	Are all escape routes correctly signed at changes of direction and at least every 30 metres on straight routes? In the leisure centre not all escape doors are immediately visible from any part of the building. **Recommendations** Improve level of directional signage	2
3.2	No directional signage is present in the car park escape stairs. In the car parking area, the directional signage is sited where it is not immediately obvious. **Recommendations** The provision of directional signage within the car parking area should be reviewed to ensure that occupants of this area have clear instruction on the provision of escape routes.	2
3.3	Are all external emergency doors suitably signed on the outside to prevent them being obstructed? The emergency exit doors from the car parking area do not have signage fitted to the outside to prevent them being obstructed., **Recommendations** Provide suitable signage to the outside of all external emergency doors.	2
3.9	Is there an adequate number of fire procedure notices displayed? The number of fire procedure notices is considered to be acceptable. However, the number and position of call points requires reviewing (See 6.1) which should be supplemented with supporting fire procedure notices. Also the quality of additional information provided on the fire procedure notices is in handwriting and considered to be difficult to read. **Recommendations** In line with the fire alarm break glass review. Upgrade the level and quality of fire procedure notices to ensure one is provided adjacent each break glass point.	2

ITEM	COMMENTS	PRIORITY
4.0	**NORMAL & EMERGENCY LIGHTING**	
4.2	Where necessary is there a sufficient number of emergency lights to adequately illuminate all internal escape routes? In the leisure centre, emergency lighting is provided to the main escape walkway only which is considered inadequate. **Recommendations** A full review of the level of provision of emergency lighting should be carried out to ensure that all areas are provided with a suitable level of emergency lighting should the main lights fail.	1
4.2	The car parking area does not have any emergency lighting provided. **Recommendations** To both the leisure centre and the car parking areas a survey should be carried out for the provision of emergency lighting and the recommendations actioned.	1

ITEM	COMMENTS	PRIORITY
5.0	**DETECTING AFIRE**	
5.1	Where a fire may develop undiscovered and critically affect escape routes, are those areas visited frequently or provided with automatic fire detection?	
	The only means of automatic fire detection fitted to the leisure centre are battery operated units which are not considered to be adequate for the use of the building. The ceiling void above the activities rooms is open throughout and in excess of 800 mm.	
	Recommendations	
	A survey for the requirement of automatic smoke detection should be carried out to the leisure centre with recommendations actioned.	1

ITEM	COMMENTS	PRIORITY
6.0	**RAISING THE ALARM**	
6.4	Where the means of raising the alarm is by means of break glass fire alarm points, are there an adequate number of points? Within the leisure centre there are two break glass points. One is positioned behind the reception area and one adjacent to the door leading into the mixed gym. **Recommendations** A review of the provision of fire alarm break glass points should be carried out. Ideally there should be a break glass point adjacent to every final exit point from the building. In this instance the point behind reception should be repositioned adjacent to the main entrance door and an additional point adjacent to the final exit from the sports hall. Additional break glass points may be required where additional means of escape are installed.	2
6.4	The car park does not have any fire alarm break glasses fitted. This does not provide occupants of the car park with a means of raising the alarm. **Recommendations** A survey of the car park should be undertaken to identify the requirement for fire alarm break glass points in an effort to warn all occupants of the building of a fire situation, it is recommended that a common fire alarm system is installed throughout the building.	2
6.9	Where an electric fire alarm is installed is it tested weekly ensuring that all call points are tested in a thirteen week period? The fire alarm break glass points in the leisure centre are tested on a two weekly cycle. Call points should be individually marked with an identifying number or letter and tested on a weekly basis. **Recommendations** Implement a procedure to identify al fire alarm call points and ensure that they are tested on a weekly basis.	1

ITEM	COMMENTS	PRIORITY

7.0 FIRE FIGHTING EQUIPMENT

7.1 EXTINGUISHERS

7.1.1 Is there an adequate number of fire extinguishers in the building?

In the leisure centre, the provision of extinguishers is as follows:

- ! x Foam, 1 x CO2 – Behind reception
- 1 x Foam Adjacent to door to mixed gym
- 1 x hosereel (not used), 1 x foam – Sports hall
- 1 x fire blanket - Kitchen area

Recommendations

In an effort to provide a sensible level of provision of fire extinguishers to the leisure centre, we would recommend that 3 designated extinguisher stations are established, each having 1 foam and 1 CO2 extinguisher as follows: 2

- One in the reception area on the wall between the boiler house and the disabled lift
- One on the wall adjacent to the mixed gym
- One in the existing hosereel cupboard on the sports hall

The extinguishers should be hung on brackets approximately 1 metre from finished floor level.

We would also recommend that the fire blanket in the kitchen remains and that the hosereel which at present is not in use is removed.

7.1.1 In the car parking areas, a means of fighting fire is provided by a riser to all levels for use by the fire brigade. In view of the area being used by the general public and control and use of any other means of fighting fire difficult, we would recommend that the fighting of any fire in this area is left to the professionals with the most important feature to be provided being that of a means of raising the alarm.

ITEM	COMMENTS	PRIORITY
8.0	**STRUCTURAL FEATURES**	
8.1	Are there any vertical shafts likely to allow fire or smoke to spread and affect the escape routes?	
	In the leisure centre boiler house floor, vents have been provided to aid combustion for the heating boilers. However, the source of this means of ventilation comes directly from the car park below. Should a fire develop in the car parking area, smoke and fire could be drawn into the leisure centre boiler house.	
	Recommendations	
	The existing vents should be filled and alternative ventilation provided through the boiler house walls to the outside air.	1
8.2	Are there any horizontal voids likely to allow fire or smoke to spread and affect the escape routes?	
	The space above the ceiling in the activities areas is open and in excess of 800mm. As such the level of compartmentalisation is inadequate.	
	Recommendations	
	The level of compartmentalisation should be improved by maintaining the structure and fire resistance of the walls to roof level between the means of escape and the activities rooms.	2
8.3	Are there any wall or vertical coverings in the escape routes likely to aid rapid spread of fire?	
	The main escape routes have tongue and grooved panelling which has a varnished finish which could aid the spread of fire.	
	Recommendations	
	All escape routes should be finished in a material which achieves Class O fire resistance.	2

ITEM	COMMENTS	PRIORITY
10.0	**TRAINING**	
10.6	Have all fire marshals/evacuation officers received adequate training in the last 12 months?	
	The leisure centre manager confirmed that fire marshals have received adequate training in the last 12 months. However, training is provided in – house and as such the quality could not be ascertained.	
	Recommendations	
	Due to the fact that staff work to rotas and the number of staff on site at any one time varies from one to five, we would suggest that all staff receive adequate training to an approved standard at least annually.	1
11.0	**DOCUMENTATION**	
11.2	**OTHER DOCUMENTATION**	
11.2.1	Is all training adequately recorded?	
	Clear evidence of training was not available at the time of the assessment.	
	Recommendations	
	Ensure that all fire training is adequately recorded	1 - ongoing
	DOCUMENTATION - GENERAL	
	General comment	
	Although the majority of expected documentation relating to fire in the leisure centre is available, it is not considered to be maintained in a well structured way which would provide Derbyshire City Council with a high level of protection. As such we would recommend that a review of recording systems takes place, a clear and structured system of recording is developed and implemented. Once an acceptable standard has been developed and agreed, it may be possible to implement the standard across properties controlled by Derbyshire City Council.	