

**Compton's Yard Premises
Great Oak Street
Llanidloes**

Fire Precautions Policy

June 2018

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FIRE PRECAUTIONS

1. INTRODUCTION

- 1.1 This documents sets out fire precaution requirements for the Compton's Yard premises at 11-13 Great Oak Street. The following fire precautions must be complied with in fire risk assessment and everyday occupancy of the premises.

2. FIRE RISK ASSESSMENT

- 2.1 Tenants of the Compton's Yard Premises must carry out fire risk assessment of the areas leased to them in order to identify fire risks and introduce measures to control them, and must review their risk assessment regularly (Regulatory Reform (Fire Safety) Order 2005). The interval for review will depend on the fire risk in each area but should not be greater than twelve months.
- 2.2 The regulations require that tenants with more than five employees make a written record of the findings. Compton's Yard Charitable Trust requests that all tenants make a written record. Forms and guidance are appended to this document.
- 2.3 Further guidance is available in HM Government Document 'Fire Safety Risk Assessment, Offices and Shops' and 'Fire Safety Risk Assessment, Small Places of Assembly', available to download free of charge from Government website.

3 FIRE PRECAUTIONS FOR ALL OCCUPANTS

3.1 MEANS OF ESCAPE

3.1.1 Keep fire exit routes clear of all obstructions.

3.1.2 Keep fire exit routes clear of combustible materials, e.g.

- Stored materials and equipment, waste paper/cardboard boxes
- All furniture in fire exit routes must be of fire retardant material
- Restrict paper notices to small areas in defined locations
- Keep fire exit routes free of activities that present fire risk

This is particularly important in Compton House as there is only one escape route from the upper floors

3.1.3 Make sure that fire resisting doors are kept closed.

3.1.4 Make sure that escape doors to the outside of the building open freely

3.1.5 Don't allow furniture or equipment to obstruct alarm call points and fire extinguishers.

3.1.6 Keep floor finishes in good condition and free from any trip hazard.

3.2 FIRE FIGHTING EQUIPMENT

3.2.1 Fire fighting equipment i.e. extinguishers and fire blankets must be kept available for use in the established positions

3.2.2 Do not remove fire fighting equipment from its normal position.

3.3 FIRE RESPONSE AND FIRE ALARM RESPONSE PROCEDURE

3.3.1 Be aware of and make sure that all staff are aware of fire response procedures.

3.3.2 Make sure that visitors evacuate the office premises promptly on activation of the fire alarm by providing instruction and by guiding them from the building.

3.3.3 Make sure that customers evacuate the cafe promptly on activation of the fire alarm by ushering them from the building.

3.4 TRAINING

3.4.1 All regular building users must be made aware and instructed on the procedure to be followed by staff in the event of fire.

3.4.2 Provide fire safety and evacuation instruction for contractors and short term staff.

3.5 SMOKING/USE of CANDLES

3.5.1 Smoking is not allowed inside the building. Do not smoke and do not allow staff or visitors to smoke inside the building.

3.5.2 Use of candles in the building is discouraged, if used as part of a treatment ensure extinguished before leaving the room, and must be placed in a suitable holder and not left openly burning.

3.6 ELECTRICAL INSTALLATIONS

3.6.1 Do not use faulty electrical equipment or electrical equipment that is in poor or damaged condition.

3.6.2 Do not use electrical equipment if cables, plugs or casings are damaged. Do not use equipment that is overheating. Tenants should make a check of their electrical equipment at least annually in accordance with the BS7671 recommendation for routine check.

3.6.3 Do not use electrical chargers that are not correct for the equipment being charged. Do not leave portable appliances (e.g. mobile phones and tablet computers) on charge overnight or unattended.

3.6.4 Don't overload multi adapters.

3.6.5 Don't bundle cables with short tie wraps.

3.7 SOLVENTS, FLAMMABLE AND DANGEROUS SUBSTANCES

3.7.1 Solvents and Flammables to be safely and responsibly stored following Health and Safety guidelines. Do not store combustible materials next to electrical equipment. A list of substances to be made available.

3.7.2 Be aware of the highly flammable nature of some types of standard consumer product eg aerosol sprays. Do not keep aerosol sprays on window ledges or other areas where they may be exposed to direct sunlight. Also do not place mirrors where sunlight can be reflected off them.

3.8 COOKING ACTIVITIES

- 3.8.1 Service and maintain cooking equipment.
- 3.8.2 Not to be left unattended when cooking equipment is in use.
- 3.8.3 Store oils and combustibles away from cooking processes.
- 3.8.4 Cooking areas to be kept clear and tidy.
- 3.8.5 Staff using microwave cookers to be familiar with cooking times.

3.9 STORAGE

- 3.9.1 Keep cupboard doors shut.
- 3.9.2 Do not store combustibles against electrical distribution equipment and other appliances.
- 3.9.4 Do not leave flammable materials in fire escape routes. **Deliveries to be moved to store promptly**, no packaging material to be left near fire escape routes

4 FIRE PRECAUTIONS MAINTAINED BY CYCT

4.1 EMERGENCY LIGHTING

- 4.1.1 Maintain emergency illumination of fire escape routes.
- 4.1.2 Check fire door smoke seals and intumescent strips regularly and repair any that are damaged.
Check doors and closers and make any adjustments needed so that they close properly.

4.2 FIRE ALARM SYSTEM

- 4.2.1 Conduct sounder check each month (Café to check alarms in their area of responsibility)
- 4.2.2 Service and maintain the fire alarm system.
- 4.2.3 Record unplanned alarm activations and take steps to reduce false alarms.
- 4.2.4 Record checks, servicing and alarm activations in a fire log book.

4.3 FIRE FIGHTING EQUIPMENT

- 4.3.1 Service the equipment annually.

4.4 FIRE RESPONSE AND FIRE ALARM RESPONSE PROCEDURE

- 4.4.1 Maintain 'what to do in case of fire' notices by manual fire alarm points
- 4.4.2 Hold regular fire evacuation practice drills

4.5 ELECTRICAL INSTALLATIONS

- 4.5.1 Electrical installations to be tested every five years in accordance with the BS7671 requirement for the test of fixed wiring installations.
- 4.5.2 Arrange test of all portable electrical equipment in the building once a year.

ANNEX A

ALLOCATION OF DUTIES ARISING UNDER THE FIRE SAFETY ORDER

Duty Arising under the Fire Safety Order	Person responsible for implementation
'Responsible Person' : person responsible for compliance with the Order	CYCT
you must conduct a fire risk assessment	CYCT
you must provide your employees with comprehensible 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.	All Tenants
you must consult 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.	All Tenants
you must inform non-employees, such as Agency staff, of the relevant risks to them, and provide them with information about who are the nominated 'competent persons', and about the fire safety procedures on the premises.	All Tenants
you must provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protection measures taken. You must also provide those employees with instructions and relevant information about the risks to them.	CYCT

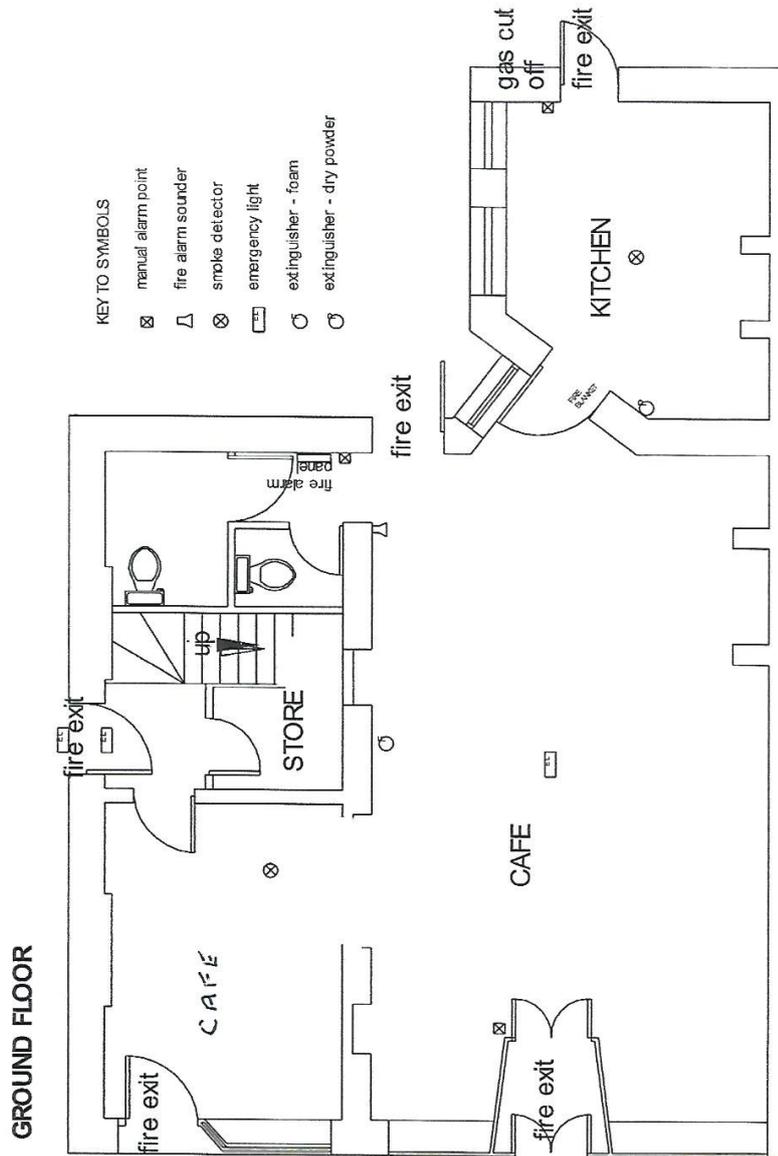
<p>you must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire. (e.g. bottled gas and flammable substances, solvents, cleaning products, cooking oils)</p>	<p>CAFÉ CYCT</p>
<p>you must provide appropriate information, instruction and training to 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.</p>	<p>All Tenants</p>
<p>you must ensure that the premises and any equipment provided in connection with firefighting, 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 effective working order and in good repair.</p>	<p>CYCT</p>
<p>All 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.</p>	<p>All Tenants</p>

ANNEX B FIRE RISK ASSESSMENT – PEOPLE

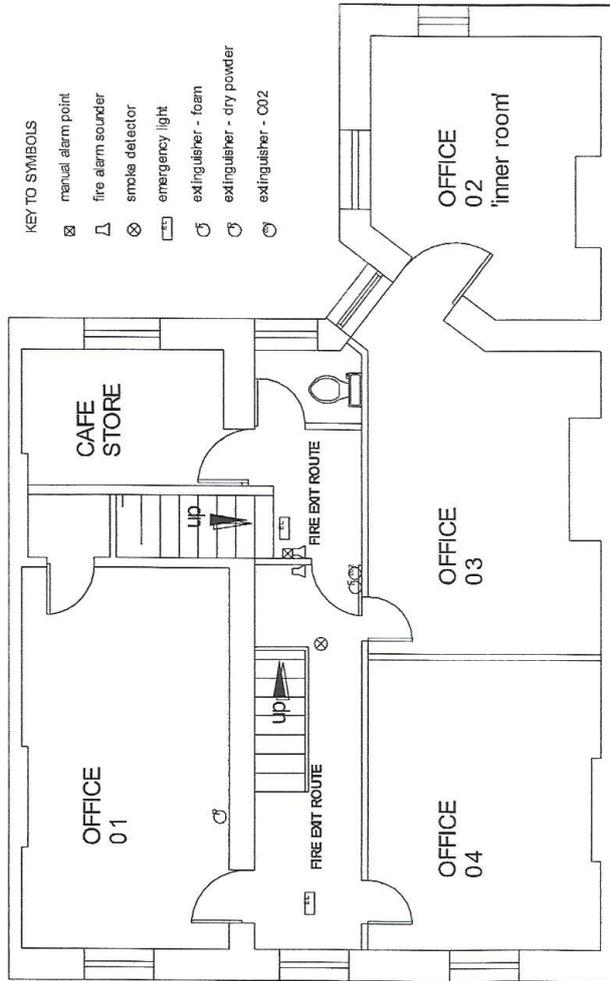
	PEOPLE AT RISK	RISK CONTROL MEASURES
4.1	Staff working in the shops offices and cafe	Control fire risk
		Maintain fire alarm early warning system
		Maintain emergency lighting of escape routes
		Keep fire door exit corridor and stairway clear
		Maintain fire protection of escape routes
		Prevent significant fire risks
		Provide instruction and evacuation drills
		Maintain equipment for fighting small fires
		No smoking in the building
4.2	Visitors to the office premises	Provide guidance on evacuation and fire procedure
		Make sure that visitors attending for therapeutic treatments and the like evacuate promptly on activation of the alarm by attending on them while in the building and guiding them from the building immediately on activation of the alarm
4.3	Visitors to the cafe	Evacuate promptly on activation of the fire alarm
4.4	Contractors working on the premises	Evacuate promptly on activation of the fire alarm
		Assess risk presented by work that compromises fire safety measures or work that introduces fire risk and agree control measures with the responsible person.
4.5	People with disabilities	People with disabilities must leave the building promptly on activation of the fire alarm
		Visitors with disabilities should, where needed, be attended on and provided assistance leaving the building by the person that they are visiting.
		Regular users of the building should be asked to raise the need for reasonable adjustments required for them to respond safely to fire alarm activation with the responsible person.
4.6	People outside the building	Maintain the outside of the building to control the risk to people outside of the building in case of fire.
4.7	Fire and Emergency services staff	Ensure full evacuation in case of fire. Operate system to account for the presence of people in the office premises.
		Identify the location of stored flammable substances such as cooking oils, spirits etc.

Annex C

Building layout and Evacuation Routes

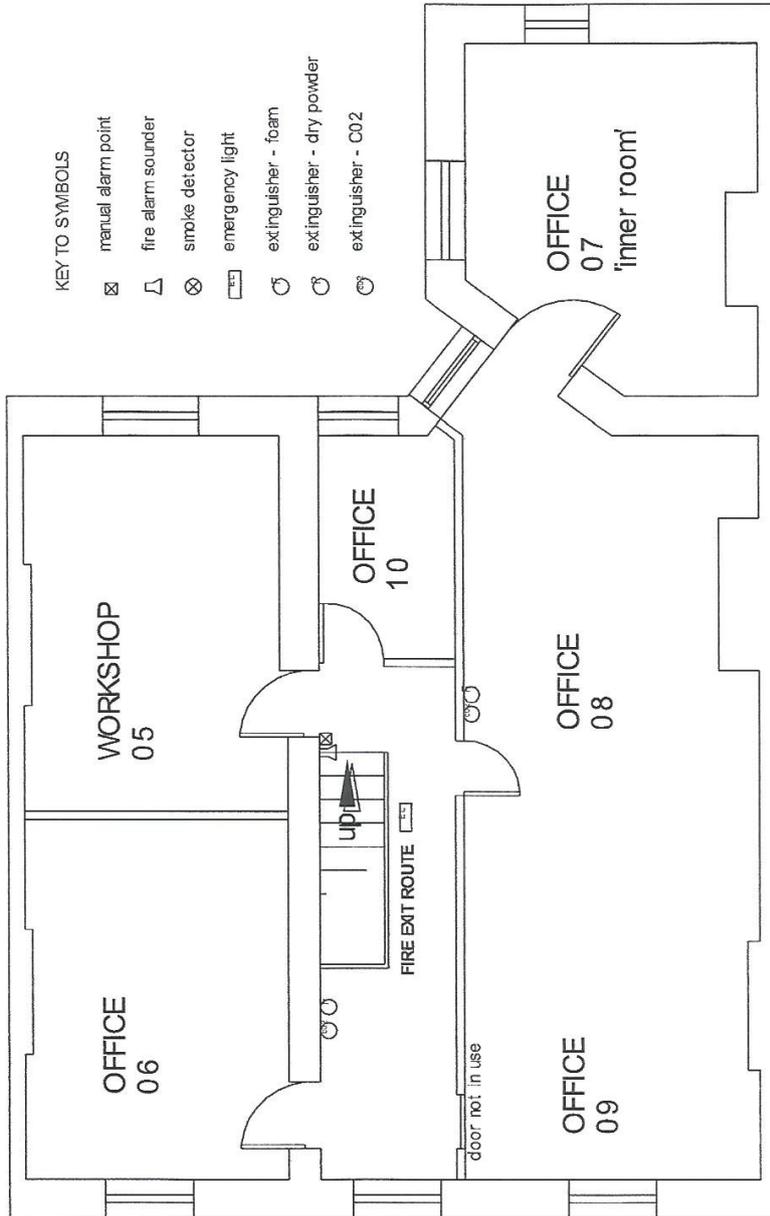


FIRST FLOOR



- KEY TO SYMBOLS**
- ☒ manual alarm point
 - △ fire alarm sounder
 - ⊗ smoke detector
 - ☐ emergency light
 - ☑ extinguisher - foam
 - ☑ extinguisher - dry powder
 - ☑ extinguisher - CO2

SECOND FLOOR



KEY TO SYMBOLS

- ☒ manual alarm point
- △ fire alarm sounder
- ⊗ smoke detector
- ☐ emergency light
- ⊙ extinguisher - foam
- ⊙ extinguisher - dry powder
- ⊙ extinguisher - CO2

Annex D

FIRE ALARM RESPONSE PROCEDURE

Purpose:

To ensure the safety of people on the premises in case of fire through effective response to fire alert, in compliance with the Regulatory Reform (Fire Safety) Order 2005.

Procedure:

On discovering a fire

1. Operate the nearest fire alarm point by breaking the glass to sound the alarm. This should be done as a first action and immediately upon discovering the fire.
2. Close doors to restrict the flow of air to the fire and to stop the spread of smoke.
3. Make sure that the fire services have been called.
4. Tackle the fire, if safe to do so, using suitable fire appliance without endangering life or escape.

Upon Hearing the Fire Alarm

1. Leave the building by the nearest safe exit.
2. Report to the assembly point away from the building.
3. Cafe staff to turn off electrical equipment on leaving and isolate gas supply to the kitchen using the emergency button.
4. Call the fire services. Dial 999, ask for fire services and give details of the location.
5. Do not re-enter the building or search for the location of the alarm activation from inside the building.

ANNEX E

FIRE RISK ASSESSMENT GUIDANCE

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks
- sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture
- sources of oxygen include the air around us

What do I have to do?

Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. This shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise.

Based on the findings of the assessment, employers need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire in the workplace, your risk assessment should identify what could cause a fire to start, ie sources of ignition (heat or sparks) and substances that burn, and the people who may be at risk.

Once you have identified the risks, you can take appropriate action to control them. Consider whether you can avoid them altogether or, if this is not possible, how you can reduce the risks and manage them. Also consider how you will protect people if there is a fire.

- Carry out a fire safety risk assessment
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, eg make sure heaters cannot be knocked over
- Ensure good housekeeping at all times, eg avoid build-up of rubbish that could burn
- Consider how to detect fires and how to warn people quickly if they start, eg installing smoke alarms and fire alarm or bells
- Have the correct fire-fighting equipment for putting a fire out quickly
- Keep fire exits and escape routes clearly marked and unobstructed at all times
- Ensure your workers receive appropriate training on procedures they need to follow, including fire drills
- Review and update your risk assessment regularly

See also fire risk assessment five step checklist

ANNEX F
AUDIT – RECORD OF SIGNIFICANT FINDINGS

Risk Assessment – Record of significant findings

Location	Reviewed by
Compton’s Yard Premises Great Oak Street Llanidloes	Lynn Marsh Tenant Liaison/Trustee July 2018

Step 1 – Fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Electrical; Computers, etc; kettle Heating; mobile oil filled radiators Cooking in café (own RA)	Electric; Gas boiler Furnishings; Paper Alcoholic spirits Cleaning products Cooking oil Cafe Supplies	

Step 2 – People at risk

Tenants in Office Premises
Trustees/Admin
Visitors in office premises
Customers and staff in Café
Workmen on premises

Step 3 – Evaluate, remove, reduce and protect from risk

3.1 Risk of fire occurring	Low in majority of building Medium in cafe kitchen.
3.2 Risk to people from a fire starting	Fire from café could affect first and second floors; single escape route from 1 st and 2 nd floor units could be obstructed by fire or smoke Tenants/cleaners and others could be alone in unit/premises
3.3 Remove and Reduce fire hazards	Keep fire exit routes from upper floors clear of storage or waste packaging at all times Keep paper notices to minimum on corridors Ensure high risk appliances, washer/dryer in room 1A; heaters; not left on at night and were possible unplug appliances Ensure annual PAT testing and gas boiler servicing carried out. Check of electrical installation as per recommendations Make sure doors and windows closed on leaving premises. Storage in basement of café; supplies assessed and listed;

3.4 Remove and
Reduce risks to people

any other storage below café reduce as much as possible

No open candles allowed, must be contained safely

Ensure tenants and visitors to units use in/out board

3.4 contd

Smoke detectors in all units, to be tested regularly

Test and service fire alarms and emergency lighting regularly and record in log book.

Establish regular fire alarm response/evacuation practice for office staff.

Inform tenants of their obligations under the fire safety order

New tenants to be made aware of Fire Precautions and to ensure that any new equipment that they introduce must have a PAT certificate before use in premises.

Assessment review

Review in July 2018