



# Dukes Barn

## Fire Safety

### Risk Assessment

## Contents

Page No	Information
3	Fire Safety Policy
4 - 6	Risk Assessment Fire Safety
7	Fire Procedures
8	Staff Procedures in the Event of a Fire
9	Visiting Staff Procedures in the Event of a Fire
10	Fire Risk Assessment
11	Instructions For Alarm Panel
12	Alarm Call Points
13	Fire Extinguisher Locations
14	Circuit Board & Gas Locations
15	Water (Stop Taps & Mixer Units)
16	Fire Alarm Zone Plan

## Fire Safety Policy

Of all health and safety issues, **fire** is the most significant hazard in terms of danger to life and property.

Our policy is to ensure that the premises are managed effectively to minimise the fire risk.

In addition to ensuring that should a fire occur, efficient measures are in place to evacuate all personnel efficiently and safely.

The following Fire Risk Assessment is the method by which this will be achieved with the help and expertise of all staff.

As a means of maintaining the Risk Assessment, we will carry out a check on fire risk alongside the Health and Safety Assessment at quarterly intervals.

Staff involvement in continual Fire Risk assessment is the key to maintaining good management of the premises. Should you find any risk that has not been assessed, please report it immediately, do not wait for the formal quarterly check.

# Risk Assessment Fire safety.

## Responsible Persons

Centre Manager (Colin Higginson) Fire Safety Officer Beth Young

## Introduction

Of all the risk assessments required under Health and Safety issues, Fire Risk is paramount. Fire has the potential to kill or injure large numbers of people very quickly. Smoke inhalation of itself can be the cause of death or severe injury.

In assessing the risk of a fire on the premises, the following has been taken into account.

- SOURCES OF IGNITION.
- SOURCES OF FUEL.
- SOURCES OF OXYGEN.

## General Assessment:

Dukes Barn is a stone building of two storeys.

The internal walls are of Breeze Block or stone, and all residence areas are fitted with Fire Doors, which are appropriately signed; therefore, containment is to a satisfactory standard.

A **No Smoking** discipline is in force in all parts of the building and is strictly adhered to.

All flammable materials and chemicals are stored away from the building.

### **The sources of ignition are:**

Electricity and Gas.

The electrical distribution is controlled by a Main Circuit Board distributed via five zoned Circuit Boards in the main building, shed and climbing wall. All plugs and sockets are PAT tested by our electrical contractors.

Only four gas appliances operated on the premises.

- The boiler Room: 2 x boilers
- Kitchen area: Cooker only.
- Climbing Wall: Boiler

Main gas shut-off valve in Main Office, plus isolators in kitchen, boiler room and climbing wall.

### **Sources of fuel:**

- Internal wooden fittings.
- Furnishings: were appropriate; these are flame-retardant treated.
- Bedding: flame retardant treated.
- Paper: keep neatly stored.
- Storage cupboards for camp gear and Teaching Aids to be kept locked when not in use.
- Clothing: cupboards are in situ for clothing to be stored away, thereby reducing the risk.
- Cooking Oils: When in use, the user must stay in attendance at all times. Approved Dukes Barn Staff may only use the Fryer.

In summary, Dukes Barn has a satisfactory fire control which must be sustained by the detailed maintenance procedures.

### **Sources Of Oxygen:**

Oxygen is always present; therefore, the check must include the correct operation of windows and all doors. Refer to notes under Escape Procedures.

### **People at Risk**

- Employees.
- Visitors. Including the disabled and people with special needs.
- Contractors are working on-premises.

Employees: Appropriate training is given to all employees regarding prevention and action in the event of a fire. Avoid where possible an employee working alone in the building.

Visitors: Clear oral briefing to be given: notices are displayed throughout the premises on action to be taken. The Fire Alarm has both audible and visible indicators. In the case of disabled people with special needs, careers and teachers should be given attention to their particular roles and duties to ensure an effective evacuation of the premises.

Contractors must report to the Main Office before entering or leaving the premises when evacuation procedures can be given.

### **Detection and Warning**

The building has a smoke or heat detector alarm system in all rooms, sleeping and residential areas. This is both audible and visual, e.g. red flashing lights.

Reviewed periodically

There are 10 Fire Alarm Points located strategically within the building.

## **Fire Fighting**

All fire points have appropriate extinguishers. Instructions and notices state very clearly that evacuation is the priority, and no personal risks must be taken in attempting to put out a fire.

## **Escape Routes.**

All the ground floor rooms have two or more exit points.  
Top Floor areas lead to a stairwell which complies with Government Guidelines.  
Pictographic Signs are appropriately displayed on all Escape Routes.  
Emergency lighting is in place and will operate when the alarm is triggered.

## **Wheelchair Users**

Staff should attempt to evacuate wheelchair users using the Evac+Chair if this is not practical. The advice of the Fire Officer is that wheelchair users on the upper floor should remain in the rooms with a Fire Door closed and windows opened if more ventilation is required.

## **Maintenance**

### **Daily**

- Ensure escape routes are clear of obstruction and all escape doors open freely.
- Check Fire Alarm Panel is working. (Power lights on)

### **Weekly**

- Fire Alarm system is in working order; activate in weekly sequence Fire points 1 to 9 and record. If faulty, take appropriate action and report to Centre Manager or Deputy Manager.
- Check the condition of Fire Extinguishers.

### **Monthly**

- Included with the Health and Safety room by room check, re-assess as above to ensure that any changes do not lead to a fire risk.

### **6 Monthly**

- Fire Alarm and Emergency lighting by contractors.
- An un-announced fire drill with a resident group.

### **Annually**

- Electrical PAT Test by contractors.
- Extinguisher Inspection by contractors.
- Staff update to identify any further training required.

# **FIRE PROCEDURES**

## **IT IS IN YOUR OWN INTEREST**

Study this notice and know what to do in the event of a fire.  
Make yourself familiar with *all* the means of escape in case of fire.

## **THE FIRE ALARMS**

If there is a fire, you will be warned by the red flashing lights and a loud audible alarm.

## **IF YOU DISCOVER A FIRE**

- 1 Set off the fire alarm by breaking the glass on one of the red fire alarm points.
- 2 Leave the building immediately by the nearest fire exit

### **FOLLOW THE GREEN SIGNS**

- 3 Do not stop to collect personal belongings
- 4 Do not go back into the building
- 5 **Call the Fire Service 999**

**FIRE ASSEMBLY POINT**  
**FRONT CAR PARK**

## Staff Procedures in the event of a fire

1. Assess the situation – **Evacuate the building** - **phone 999** and ask for Fire.
2. Do not put yourself at risk.
3. Attempt to tackle the fire using to appropriate fire extinguisher (do not put yourself at risk)
4. Where possible - Check all rooms are clear and close all doors.
5. Check with visiting staff at the fire assembly point that all guests are present and safe. Then move all guests away from the building.
6. Check that access to the building is clear for a fire engine.
7. Do not re-enter the building

In the case of a stairwell, fire do not attempt to use the stairs, or the lift stay in an upstairs room with the door shut and the windows open.

If there are disabled people in upstairs rooms, do not use the lift. Staff should attempt to evacuate wheelchair users using the Evac+Chair if this is not practical. The advice of the Fire Officer is that wheelchair users on the upper floor should remain in the rooms with a Fire Door closed and windows open.

## Fire Assembly Point is the Front Car Park



# Visiting Staff Procedures in the event of a fire

1. Assess the situation – **Evacuate the building** - phone 999 and ask for Fire.
- 2. Do not put yourself at risk.**
3. Where possible - Check all rooms are clear and close all doors.
4. Check that all guests are present and safe and move all guests away from the building.
5. Check that access to the building is clear for the fire engine.
- 6. Do not re-enter the building**

In the case of a stairwell fire, do not attempt to use the stairs or the lift; stay in an upstairs room with the door shut and the windows open.

If there are disabled people in the upstairs rooms, do not use the lift. Staff should attempt to evacuate wheelchair users with the Evac+Chair if this is not practical; the advice of the Fire Officer is that wheelchair users on the upper floor should remain in the rooms with a Fire Door closed and windows open.

**Fire Assembly Point is the Front Car Park**

# Fire Risk Assessment

The Fire Service does a regular audit of the Dukes Barn Building approximately every two years.

Dukes Barn is a stone and block building with the risks of damage, death or injury by fire or smoke being minimised in the following way:

- Dukes Barn is a no-smoking building.
- Appropriate fire extinguishers are located throughout the building, and these are serviced annually.
- Fire escape doors are signed.
- Fire procedure notices are displayed and posted throughout the building.
- A visual and audible fire alarm is fitted and connected to heat and smoke sensors.
- The alarm is checked weekly and has a service contractor by a designated electrician.
- On arrival at the centre, the fire procedure is explained to every group, including the fire assembly point.
- As part of the introduction to every group, there is a walk around the centre highlighting the fire escapes and where to go in the event of the alarms sounding.
- There is a register which every group is required to complete above the fire alarm control panel. This is a bedroom checklist with the responsible person for every group taking this outside with them in the event of a fire.
- Visiting staff are made aware of the procedures in the event of a fire when they are shown how to make the centre secure in the evening.

# Instructions For Fire Alarm Panel

When the fire alarm activates

Type in Code **2 1 4 3**

Then Press **both Silence Sounders**

Then press the RESET button

The fire alarm at Dukes Barn is not connected to the Fire Service.

**Call 999 if this is an Emergency**

## **Fire Alarm Call Points**

These are used when testing the Fire Alarm's function and for sounding the Fire Alarm in the event of a fire.

- Front Door to the Centre
- Laundry Room
- Landing for the Pink & Green Bedrooms
- Dining Hall
- Kitchen
- Red Staff Bedroom
- Hallway to Court Yard (between red & blue bedrooms)
- Blue Staff Bedroom
- Landing (between Games & Meeting rooms)
- Door to Climbing Wall

## Fire Extinguisher Locations

These are only to be used in an emergency, providing you are not putting yourself or anyone else at risk. Fire Extinguishers are all checked weekly.

- Dining Hall – Water, Foam & CO2
- Hallway next to Cleaning Cupboard – Water & CO2
- Landing next to Games Room – Water & CO2
- Landing Pink & Blue Bedrooms – Water & CO2
- Laundry Room – Water & CO2
- Upstairs Office – CO2
- Kitchen – Wet Chemical & Fire Blanket
- Climbing Wall – Foam & CO2
- Workshop – CO2
- Kit Store – CO2

## Location Of Circuit Boards (Fuse Boxes)

### Circuit Board 1

This is located in the Main Office behind Year Planner.

### Circuit Board 2

This is located in the small corridor between the Dining Hall and the Blue Bathroom.

### Circuit Board 3

This is located in the Kitchen store cupboard above the door.

### Circuit Board 4

This is located in the Gear Store behind the door.

### Circuit Board 5

This is located in the kit store in the Climbing wall.

## Gas Stop Valves

**Main Valve** is located in the **downstairs office** in the cupboard below the circuit board.

There are also gas isolators.

- **Kitchen** – Stop buttons next to the kitchen door (from the dining area) and a yellow lever behind the oven.
- **Boiler Room** – Yellow lever on the wall opposite the door.
- **Climbing Wall** – Yellow lever in the corner of the kit store.

## Water – Stop Taps & Mixer Units

The **Main Stop Tap** for Dukes Barn is the **downstairs office** under the computer desk in the corner.

Other main isolators can be found in the following locations (there are local valves on pipework under sinks, toilets etc...)

### **Red Toilets**

- Toilet cubicle in the top corner
- Behind the tile panel at the left of the sinks

### **Red Dormitory**

- Corner of the room by the window
- Corner of the room above the bunk beds

### **Blue Toilets**

- Behind the panel in the ceiling of the accessible toilet
- Mixer unit near the sink

### **Blue Dormitory**

- Under bunk bed in the offshoot (isolator valves)
- Mixer unit in bathroom and staff bedroom

### **Kitchen**

- Each appliance has its own isolators; the main stop tap is in the office.

### **Dining Room**

- Above the office door

### **Upstairs Staff Bedroom**

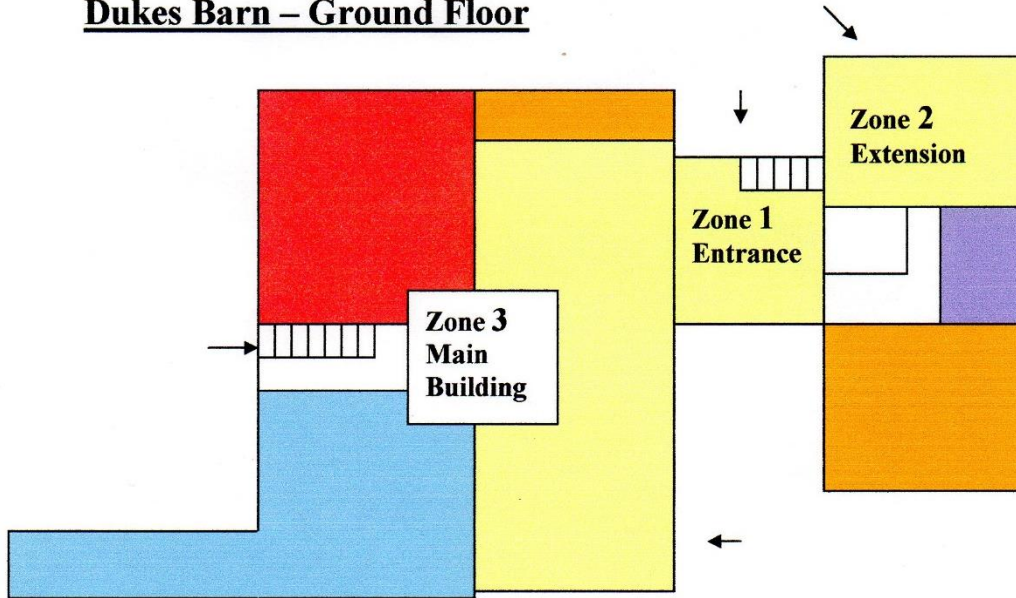
- Behind the panel next to the bed (slide panel upwards), stop taps & mixer units

### **Climbing Wall**

- Corner of the kit store
- Outside tap isolator in the workshop

## **Fire Alarm Zone Plan**

**Dukes Barn – Ground Floor**



**Dukes Barn – First Floor**

