

Whittlesey & District
Internal Drainage Board

FIRE RISK

ASSESSMENT

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1 Particulars

Name and Address of Premises	Pumping Stations within District
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Use of Premises	Land Drainage Pumping Stations
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Responsible Person(s)	
Whittlesey I D B	Owner
Russell Wright	Clerk
Roy Hales	District Officer

Telephone Number	01733 351223
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Date of Risk Assessment	November 2006
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Alterations Notice in Force?	No
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Name and Relevant Details of person who carried out Fire Risk assessment	Russell Wright – Clerk
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2 General Statement of Policy

It is the policy of Whittlesey I D B to protect all persons including employees, customers, contractors and members of public from potential injury and damage to their health that might arise from work activities.

The Whittlesey I D B will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.

Whittlesey I D B will give a high level of commitment to health and safety and will comply with all statutory requirements.

Signed..... **Print** **Date**

3 Management System

- **Planning**

A fire risk assessment will be completed to ensure adequate fire safety arrangements. Russell Wright (Clerk) will be responsible for conducting the fire risk assessment.

The significant findings will be recorded. He will decide the fire safety protective and preventative measures required.

Any deficiencies identified by the fire risk assessment will be prioritised and rectified accordingly.

Although Russell Wright has a responsibility for fire safety matters the Board have an overall responsibility on fire matters.

- **Organisation**

The management of fire safety is as detailed in other sections of this report.

It is felt appropriate and adequate that the fire risk assessment is done "in house".

It is deemed the managers responsibility to evaluate the level of fire safety knowledge of staff.

- **Control**

The owner has the overall control of the workplace and fire safety provisions.

The Clerk and District Officer are responsible day to day monitoring (see below)

- **Monitoring**

Records of routine test, inspections and training are attached as Appendices to this fire risk assessment.

This regular monitoring of Fire Safety measures is designed to ensure a high level of fire safety is maintained at all times. In the event of any fire, automatic fire alarm actuation or "near miss" staff are advised to inform the manager so that remedial action can be taken if necessary.

- **Review**

- See the "Risk Assessment section of this document.

4. Fire call point.

All Pumping Stations are on Ground Level.

All Pumping Stations have a “No Smoking Policy”

In General no member of the public is allowed on site unless accompanied by a member of the Whittlesey I D B

All sites have the appropriate Fire fighting equipment that is serviced annually.

5. Fire Risk Assessment

What is the fire hazard?

Electrical Appliances/Circuits.

Who is at risk from the activity?

Staff

Contractors, visitors to the site

What are the specific hazards (dangers)?

Electrical wiring and sockets

Portable electrical appliances e.g. heaters, lights etc.

Faulty wiring/plugs/sockets etc

Extension leads

Adaptor plugs/coiled electrical wire

What are the potential outcomes from the hazards?

Fire

Personal injury

Fatality

Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Regular and ongoing checks on portable electrical appliance

- Avoidance of use of electrical extension leads or adaptor plugs - installation of additional sockets wherever possible.

- Electrical repairs to be made only by competent persons.
- Routing of electrical wire to prevent over-stretching or coiling.
- Staff training on fire safety on induction.
- Regular, independent inspections to assess electrical safety/fire safety provisions.
- Suitable fire fighting equipment to tackle electrical fires installed and maintained at relevant areas e.g. carbon dioxide.

References;

Health and safety policy

What else can we do/what else is required?

Monitor practices closely.

Who needs to know about these findings?

All staff and Board members

What is the fire hazard?

Accumulation of waste, and in particular combustible material.

Who is at risk from the activity?

Staff

Contractors and other visitors to the site

What are the specific hazards (dangers)?

Waste and new oil

Accumulation of refuse

Smokers' materials/lit cigarettes and matches etc

Obstruction of fire exit routes

What are the potential outcomes from the hazards?

Fire

Smoke

Personal injury

Fatality

Explosion

Obstruction of means of escape

Property damage

What is the likelihood of the risk occurring?

MEDIUM

How do we currently control these risks?

- Refer to fire risk assessment on smoking materials.
- Store accumulations of waste outside of fire exit/protected routes for escape in emergency.
- Store new and waste oil in suitable areas e.g. fire retardant store or externally in an area so as not to obstruct means of escape.
- Arrange for waste oil to be collected regularly - do not allow to accumulate.
- External refuse area/those that public may not pass by.
- Staff training on fire safety on induction and refresher on regular intervals.
- Suitable and sufficient fire detection, alarm and fire fighting equipment provided for tackling fire types e.g. new or waste oil - fire blanket and carbon dioxide; combustible waste - water fire extinguisher(s).

References;

Fire risk assessment on smoking materials

Health and Safety Policy

What else can we do/what else is required?

-Maintain vigilance.

- Ongoing staff training on fire safety

Who needs to know about these findings?

All staff

What is the fire hazard?

Arson, pest damage, sabotage etc.

Who is at risk from the activity?

Staff
Contractors and other visitors to the site

What are the specific hazards (dangers)?

Deliberate fire to building from arson/sabotage.
Gnawing of electrical wires causing electrical fire.

What are the potential outcomes from the hazards?

Fire
Personal injury
Fatality
Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Rodent entry controlled by pest proofing to deny entry.
- Rodent activity controlled/eliminated by action by staff/management and approved competent pest control contractor where necessary.
- Prevention of 'encouragement' of arson/sabotage by avoiding access to high risk areas of pub where possible e.g. chemical stores to toilets to be kept locked, inaccessible refuse areas to public where possible, restricted access. All sites are having palisade fencing erected around working areas.
- Implementation of fire log book to implement checks of fire risks
- Staff training on fire safety on induction and refresher training.

References-

Health and Safety Policy

What else can we do/what else is required?

- Maintain vigilance
- Review of design of premises on an ongoing basis - especially following any arson related incident.
- Ongoing pest control activities

Who needs to know about these findings?

All staff

What is the fire hazard?

Combustible materials items.

Who is at risk from the activity?

Staff
Contractors, visitors to the site

What are the specific hazards (dangers)?

Furnishings including any carpets, seating, varnished/laquered surfaces, stored combustible materials.

What are the potential outcomes from the hazards?

Fire
Personal injury
Fatality
Property damage

What is the likelihood of the risk occurring?

MEDIUM

How do we currently control these risks?

- Do not store combustible materials on site.
- Ensure all furnishings, including varnishes surfaces installed at the sites conform to the relevant British Standard on fire retardancy.
- Regular checks.
- Checks of fire exit routes - check for accumulation of waste/combustible items etc.
- Accumulations of waste incorporating combustible items are removed from the sites to external (or central) refuse area regularly.
- Staff training in fire safety as part of induction and refresher training.
- Clear and sufficient emergency signage including directional signage to fire exits and to break glass and alarm points.

- Emergency lighting - conforming to British Standard.
- Suitable and sufficient fire fighting equipment to all relevant areas to tackle combustible fire e.g. water..
- Provisions reviewed by independent Fire Consultants.

References;

Health and Safety Policy

What else can we do/what else is required?

- Maintain vigilance
- Ongoing staff training
- Ongoing maintenance of fire detection, alarm and emergency lighting systems.

Who needs to know about these findings?

All staff

LOW

How do we currently control these risks?

- Fire detection/fire alarm systems with clearly signed and unobstructed means of escape from the building.
- Staff fire training on fire safety induction and refresher courses given.
- Refer to specific fire risk assessments.

What else can we do/what else is required?

- Maintain vigilance
- Ongoing staff training
- Implementation of fire log book
- Independent regular inspections to review fire safety provisions

Who needs to know about these findings?

All staff

What are the potential outcomes from the hazards?

Personal injury
Fatality
Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Installation of fire alarm and fire detection by approved competent contractors in accordance with British Standards.
- Regular maintenance of fire alarm and fire detection systems by approved competent contractor on a 12 monthly basis.

References;

Health and Safety Policy

Fire log book

What else can we do/what else is required?

- Maintain vigilance
- Weekly tests of fire alarm system - managers to action any faults where identified.

Who needs to know about these findings?

All staff

What is the fire hazard?

Fire when working in an isolated or remote area or fire in remote area.

Who is at risk from the activity?

Staff

Contractors, visitors to the site

What are the specific hazards (dangers)?

Isolated/remote working
Unawareness of fire in building
Obstruction/unavailability of fire escape route

What are the potential outcomes from the hazards?

Personal injury
Fatality
Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Fire escape routes to be kept free from obstruction at all times (refer to specific fire risk assessment).
- Staff fire training on induction and refresher.
- Management fire safety training.

References;

Health and Safety Policy

What else can we do/what else is required?

- Maintain vigilance.
- If works to be undertaken in remote areas of building where the fire alarm is not audible or smoke/heat detection is not available, a specific method statement to be undertaken or detection alarm system to be extended to such areas.

Who needs to know about these findings?

All staff

What is the fire hazard?

Items stored too near to heat sources.

Who is at risk from the activity?

Staff
Contractors, visitors to the site

What are the specific hazards (dangers)?

Combustible items such as paper, packaging, cardboard near to heat sources such as electrical sockets, engines and boilers. Smoking materials near to combustible items.

What are the potential outcomes from the hazards?

Fire
Personal injury
Fatality
Property damage

What is the likelihood of the risk occurring?

MEDIUM

How do we currently control these risks?

- Staff training on fire safety on induction and refresher courses.
- Management fire safety training.
- Refer to risk assessments on smoking materials and combustible materials/items.
- Implementation of fire log book and regular review and assessment of completion.
- Suitable and sufficient fire fighting equipment to relevant areas to tackle fires.
- Light fittings to be fitted with diffusers where appropriate and items not to be stored in near vicinity to light fittings.

References;

Health and Safety Policy
Fire log book

What else can we do/what else is required?

- Maintain vigilance
- Regular maintenance of fire detection and fire fighting provisions

Who needs to know about these findings?

All Staff

What is the fire hazard?

Obstruction of fire exit routes, fire doors propped open/means of escape breached, lack of emergency lighting or signage.

Who is at risk from the activity?

Staff

Contractors, visitors to the site

What are the specific hazards (dangers)?

Breach of emergency escape route with fire/smoke

Prevention of escape from the building (or part of) due to obstruction of fire exit route in the event of a fire

Inadequate signage to fire exit

Failure of emergency lighting

What are the potential outcomes from the hazards?

Confusion/panic

Personal injury

Fatality

Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Staff training on fire safety on induction and refresher courses.
- Management fire safety training.
- Regular inspections to review fire safety provisions including fire exit signage etc.
- Any obstruction to a fire exit route to be actioned by staff without delay.
- All fire exits to be clearly signed with necessary emergency exit signage (illuminated) where appropriate.
- Fire alarm call points to be clearly signed with necessary signage, detailing assembly points etc.
- Emergency lighting to be maintained by an approved competent contractor at regular intervals.

References;

Health and Safety Policy

Fire log book

What else can we do/what else is required?

- Maintain vigilance
- Ongoing review of provisions

Who needs to know about these findings?

All Staff

What is the fire hazard?

Smokers and discarded smoking material.

Who is at risk from the activity?

Staff

Contractors, visitors to the site

What are the specific hazards (dangers)?

Lit cigarettes and other smoking materials

Matches

Fuel lighters

Discarded smoking materials

Combustible items

What are the potential outcomes from the hazards?

Fire

Personal injury

Fatality

Property damage

What is the likelihood of the risk occurring?

MEDIUM

How do we currently control these risks?

- Operate a No Smoking Policy at all sites

- Regular checks of area by staff to remove combustible material

- Staff fire training on induction

- Clear and sufficient emergency signage including directional signage to fire exits and to break glass and alarm points.

- Suitable and sufficient fire fighting equipment to tackle combustible fires e.g. water or foam fire extinguisher in relevant areas.

References;

Health and Safety Policy

What else can we do/what else is required?

- Maintain vigilance.

- Ongoing staff training.

- Ongoing maintenance of fire detection, alarm and emergency lighting systems.

Who needs to know about these findings?

All Staff

What is the fire hazard?

Storage of chemical and flammable products eg. aerosols etc.

Who is at risk from the activity?

Staff

Contractors, visitors to the site

What are the specific hazards (dangers)?

Flammable chemicals and cleaning products - refer to COSHH Manual

Paints/white spirit/decorating materials

What are the potential outcomes from the hazards?

Fire

Personal injury

Fatality

Property damage

What is the likelihood of the risk occurring?

LOW

How do we currently control these risks?

- Use of chemicals and cleaning products that have been assessed and approved within COSHH Manual only.
- Staff training on chemical safety and fire safety.
- Dedicated storage of chemicals/flammable products in area of station - locked facility.
- Specific provisions and fire risk assessments on storage of LPG cylinders..
- Suitable and sufficient fire fighting equipment provided e.g. fire blanket/carbon dioxide fire extinguisher for chemical fires involving flammable products.
- Removal of flammable decorating products by contractors upon completion of contract. Any remaining flammable products to be stored in fire retardant storage area - not on any means of escape/protected route or work area.
- Completion of fire log book on an ongoing basis.

6. Fire Procedures/Emergency Action Plan

Employees

As employee's you are expected to play a role in keeping the premises safe from fire, to keep all exits free from obstruction and to know what to do if a fire breaks out.

On employment you will be shown where the fire exits, alarm points & fire fighting equipment are located. If you do not know where these are ASK NOW !!!

The golden rules with all fires are

NEVER PUT YOURSELF AT RISK
ALWAYS LEAVE YOURSELF AN UNOBSTRUCTED ESCAPE ROUTE.

If you discover a fire:

If it is a large fire immediately raise the alarm using a break glass call point then phone the Fire Brigade on 999 from the nearest safe phone. Give the operator the telephone number and ask for 'Fire'.

When the fire brigade reply say 'There is a fire at the (refer to Emergency action Plan) Pumping Station

Do not hang up until the Fire brigade have repeated the address back to you. Remember the fire brigade would rather hear 3 or 4 times about a fire early than once late thus giving the fire chance to get well under way.

If it is a small fire immediately inform the nearest manager. If none are around raise the alarm as for a major fire. Attack the fire using the appropriate appliances provided but remember the golden rules and do not put yourself in danger, you are worth more than the building!

Recap:

1. Sound the alarm using the nearest fire alarm call point
2. Leave the building by the nearest fire exit
3. Do not re-enter the building for any reason
4. Report to the assembly point

If you hear the fire alarm:

If the fire alarm sounds the Officer in charge will start the evacuation procedures ensuring that all staff and customers leave the building in the quickest, safest route.

During the evacuation, as long as it is safe for you to do so, you should remain on the premises helping the customers to exit the building.

THE FIRE ASSEMBLY POINT IS IN AWAY FROM THE SITE

Recap:

1. Leave the building by the nearest fire exit
2. Do not re-enter the building for any reason
3. Report to the assembly point

Nominated Fire Fighters

If you discover a fire:

1. Sound the alarm or delegate someone to sound the alarm using the nearest fire alarm call point.
2. Attack the fire with the nearest appropriate fire extinguisher if safe to do so.
3. If you cannot extinguish the fire or you feel that it is no longer safe to fight the fire, leave by the nearest fire exit and report to the assembly point.
4. If you extinguish the fire, report to the assembly point.

If you hear the fire alarm:

1. Search your designated area for the fire.
2. If the fire is not in your designated area leave the building by the nearest fire exit and report to the assembly point.
3. If the fire is discovered in your designated area attack the fire with the nearest appropriate fire extinguisher if safe to do so.
4. If you cannot extinguish the fire or you feel that it is no longer safe to fight the fire, leave by the nearest fire exit and report to the assembly point.
5. If you extinguish the fire, report to the assembly point.

7. MAINTENANCE PROGRAMME

Item	Period	Action
Escape routes and exit doors	Monthly	Ensure all escape routes are clear of obstruction and that all exit doors are easily openable and not obstructed
Fire safety signs	Monthly	Ensure all fire safety signs as shown on the premises' fire safety plans are in place. Replace where necessary

12.

Training Session Record

Date: _____ **Duration:** _____

Given By: _____ **Training Session For:** _____

Subjects Covered:

<input type="checkbox"/>	Fire Drill
<input type="checkbox"/>	The action to take on discovering a fire
<input type="checkbox"/>	How to raise the alarm
<input type="checkbox"/>	The action to take on hearing the fire alarm
<input type="checkbox"/>	The procedures for evacuating members of the public and visitors
<input type="checkbox"/>	The arrangements for calling the Fire Service
<input type="checkbox"/>	The evacuation procedures for everyone in the workplace
<input type="checkbox"/>	The location, and when appropriate, the use of fire fighting equipment
<input type="checkbox"/>	The location of escape routes
<input type="checkbox"/>	How to open all escape doors
<input type="checkbox"/>	The importance of keeping Fire Doors closed
<input type="checkbox"/>	Where appropriate, how to stop machines, processes and isolate power
<input type="checkbox"/>	The reason for not using lifts (except those installed for disabled persons)
<input type="checkbox"/>	The importance of general fire safety and good housekeeping

Names of those attending

I confirm that I have delivered the above training session to those named as attending

Name: _____ **Date:** _____

Fire Hazard Notification

From:

Date:

Contact:

Telephone Number:

To: Cambridgeshire Fire & Rescue Service

Dear Sir,

**Re: Fire Risk Assessment
Regulatory Reform (Fire Safety) Order 2005
Notification of Significant Fire Hazard within the Workplace**

The following was considered to be a significant fire hazard within the workplace. Special procedures may be necessary for rescue work and fire fighting.

Signed: _____

Print Name: _____