

The Downs Barn - Fire Risk Assessment

Ref	Question	Yes ✓	No ✓	N/A ✓	Action Required / Recommendation
1	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?	✓			
2	Is that control system operating effectively?	✓			
3	Are all the combustible materials and flammable liquids and gases stored safely?	✓			
4	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	✓			Electric oil filled or convector portable heaters are used when required. It is recommended that these should be PAT tested (see below).
5	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	✓			Arrangements should be made to schedule PAT testing in future in accordance with regulatory requirements.
6	Is the wiring of the electrical installation inspected periodically by a competent person?	✓			Arrangements are in place for periodic electrical inspections in accordance with regulatory requirements.
7	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	✓			
8	Are flexes run in safe places where they will not be damaged?	✓			
9	Is the upholstery of furniture in good condition?	✓			
10	Is the workplace free of rubbish and combustible waste materials?	✓			
11	Is any designated outside smoking area in an appropriate location?	✓			No smoking inside the building and smoking discouraged in the curtilage.
12	Have suitable measures been taken to protect against the risk of arson?	✓			
13	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	✓			Simple building construction with one principal compartment.
14	Is there a sufficient number of exits of suitable width for the people likely to be present?	✓			
15	Do the exits lead to a place of safety?	✓			
16	Are all gangways and escape routes free from obstructions?	✓			
17	Are the escape routes free from tripping and slipping hazards?	✓			
18	Are steps and stairs in a good state of repair?	✓			

The Downs Barn - Fire Risk Assessment

Ref	Question	Yes ✓	No ✓	N/A ✓	Action Required / Recommendation
19	Are final exits always unlocked when the premises are in use?	✓			
20	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	✓			
21	Are internal fire doors labelled as such and normally kept closed?			✓	
22	Are the self-closers on fire doors operating correctly?			✓	
23	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)	✓			
24	Are escape routes clearly signed?	✓			
25	Are escape routes adequately lit?	✓			
26	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	✓			Booking arrangements provide for any special access requirements and associated emergency procedures.
27	Do procedures and practices avoid the use of combustible materials or processes that use heat?	✓			
28	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	✓			
29	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	✓			
30	Have you asked your insurers for advice regarding the fire protection of your premises?			✓	
31	Where escape lighting is installed is it in working order and is it maintained regularly?	✓			Emergency lighting installed and tested with electrical installation.
32	Is there an automatic fire detection and alarm system?	✓			
33	Is the fire alarm system in good working order?	✓			(Not tested at the time of inspection but it is understood that the system is newly commissioned and in working order).
34	Is the fire alarm tested weekly?	✓			Regular tests are undertaken and results recorded in a log book.
35	Can the fire alarm be raised without placing anyone in danger?	✓			

The Downs Barn - Fire Risk Assessment

Ref	Question	Yes ✓	No ✓	N/A ✓	Action Required / Recommendation
36	Are the fire alarm call points clearly visible and unobstructed?			✓	
37	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?		✓		(It is understood from the information provided that there is no direct connection to the fire authority).
38	Is the fire alarm system, and all its components, continuously monitored?	✓			Check that regular tests are undertaken and results recorded in a fire log book.
39	Is an adequate number of suitable fire extinguishers provided?	✓			
40	Are the fire extinguishers and fire blankets located suitably and ready for use?	✓			
41	Are the fire extinguishers serviced annually by a competent company or person?	✓			Contractors carry out servicing – but the 2kg CO2 extinguisher needs to be marked with the date on which it was last serviced.
42	Is any fixed fire-fighting installation system in working order?			✓	
43	If you employ five or more people, have you recorded the findings of the fire risk assessment?			✓	
44	Have you told your staff or their representatives about your findings?	✓			Users of the building are informed of fire safety matters via the booking process.
45	If you have prepared a formal report, has it been shown to your staff or their representatives?	✓			See above.
46	If you share the workplace with others, do they know about the risks that you have identified?	✓			Booking arrangements ensure that people using the building are familiar with fire safety equipment and procedures.
47	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?			✓	
48	Are fire action notices displayed prominently throughout the workplace?		✓		A fire action notice is displayed adjacent to the entrance door.
49	Has an emergency plan been drawn up in case of a major fire?			✓	
50	Is a copy of the emergency plan kept other than at the workplace?			✓	
51	Has a procedure been established to review the fire risk assessment periodically?	✓			A review of the fire risk assessment is undertaken with reviews of the premises risk assessment or whenever there are significant changes to the nature or use of the premises, whichever is the earlier.

This fire risk assessment has been prepared to assist with compliance with the provisions of the Fire Safety (Regulatory Reform) Order 2005 and associated health and safety legislation. It has been prepared in connection with the health and safety of people and not for the purposes of conserving the fabric of buildings or associated buildings insurance or reinstatement purposes for which specialist professional advice should be sought.