



# Fire Risk Assessment

Policy Ref: TMP62v2

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

**Prepared By** Jackie Manning,  
**Job Title** Assistant Director,  
Designated  
Safeguarding Lead

**Signed**

**Date** Feb 2021

**Reviewed By** Martin Heaton  
**Job Title** Director

**Signed**

**Date** Feb 2021

## Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2020	Initial issue	JM
V2	Feb 2021	Updated, formatting changes	JM

**Date of Next Review:** July 2021

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Scope

This risk assessment is limited to the consideration of hazards and control measures associated with fire.

The risk assessment of hazards associated with the operation and use of the general building premises is covered in TMP Policy TMP61v2 Building Risk Assessment.

## Risk Assessment Details

Date of Assessment:	16 <sup>th</sup> Feb 2021
Area/ Scope of Assessment:	TMP College at 830 Ormskirk Road, Pemberton, WN5 8EX.
Responsible Person on Site:	Director (Martin Heaton)
Name and Role of Person Completing Assessment:	Safeguarding Lead (Jackie Manning)
Date Next Assessment Required:	July 2021

TMP College has never experienced any fires or incidents of arson on or near its premises.

## 1. SOURCES OF IGNITION (Check, inspect and control)

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
1.1	Naked flames / hot works	Undertaken only by those who are trained and competent (ie contractors if required). Naked flames risks arising from contractors work subject to hot works permit. Any hot works areas are checked an hour after work is completed for smouldering.  No combustible materials in vicinity.  Appropriate firefighting equipment is available close to work.  Equipment inspected regularly.	Inspection of hot work permits for any hot work proposed by external contractors	Martin Heaton	Prior to work	
1.2	Portable Heaters	Use of more hazardous type eg radiant bar heaters, LPG avoided.  Located away from items that will burn, eg not close to coat racks. No items are stored on or above them and they are not used for drying clothing, eg wet coats.  Heaters are not left on overnight, timer switch devices may be used to control this.  All portable heaters are turned off when not in use or when the room is unoccupied.	Maintenance and servicing of portable heaters to be undertaken in line with the manufacturer's recommendations and subject to PAT testing.	Martin Heaton	July 2021	
1.3	Boilers	The boiler area is kept clear of all combustible storage.  One of the two boilers is in a restricted staff area.	Boilers to be serviced annually by a competent contractor.  One of two boilers needs to be boxed in and secured away from unauthorised access.	Martin Heaton  Martin Heaton	July 2021  July 2021	
1.4	Faulty, damaged or misused electrical equipment	Visual check of equipment by staff before use / issue to students. Any damaged or defective electrical equipment taken out of service and removed from the area for repair or disposal.  Any additional electrical appliances brought on to site by staff included in inspection/ testing regime.  Staff to ensure sockets not overloaded and minimise use of extension leads. (Daisy chaining of extension leads to be avoided)	Portable appliance testing undertaken at interval suitable for type of equipment and frequency of use by a competent person.	Martin Heaton	July 2021	

1. SOURCES OF IGNITION (Check, inspect and control)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
1.5	Electrical installation	Any damage noticed to sockets is reported and communicated to site manager. Access to electrical equipment/switchgear restricted to authorised personnel. Teaching and practice rooms are free of all combustible storage	No further measures at present			
1.6	Smoking	There is a 'No Smoking' policy in place on the site, with adequate signage around the building. Smokers are directed to designated smoking areas outside of the premises.	No further measures at present			
1.7	Arson	No shrubs/trees within 6 meters of the building. All visitors subject to electronic issue of ID badges and access control Staffed reception area manned at all times Site secured with when unoccupied, with shuttered door to rear	Consider installation of CCTV and Intruder alarm to prevent risk of arson.	Martin Heaton	Ongoing	

2. SOURCES OF FUEL						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
2.1	Flammable liquids/ chemicals eg cleaning products, aerosols	Flammable liquids are kept to a minimum on the premises and stored in clearly labelled, original containers. Procedures for spillage in place	No further measures at present			

## 2. SOURCES OF FUEL

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
2.2	General storage of items which will burn (combustibles) e.g. paper, furniture, textiles, soft furnishings, Christmas decorations etc	<p>All combustible items are stored away from sources of ignition and heat.</p> <p>Storage of materials near to electrical switchgear is avoided. Site manager monitors areas for unauthorised storage.</p> <p>Storage of combustibles is kept to a minimum.</p> <p>Regular housekeeping is undertaken to ensure that unwanted or unused items are not stored on the premises</p> <p>All upholstered furniture, soft furnishings and textiles meet recognised fire performance standards.</p> <p>Cloakrooms are separated from general circulation spaces.</p>	No further measures at present			
2.3	Storage and management of waste on the premises	<p>Waste bins inside the premises are emptied regularly, ideally on a daily basis.</p> <p>Waste storage is kept to a minimum, recycling or waste collection undertaken regularly.</p> <p>All waste stored outside of the buildings is kept in a sealed metal skip to reduce the likelihood of arson occurring.</p>	No further measures at present			
2.4	Flammable gases, eg LPG in tanks or cylinders	No flammable gases stored on site.	No further measures at present			
2.5	Laundry Filters	No laundry dryer on site. Towels, tea towels, etc are taken to the local laundrette.	No further measures at present			
2.6	General Housekeeping on the premises	<p>General housekeeping is undertaken on a daily basis and the premises is kept tidy</p> <p>Fire escape routes and exit doors are not used for storing waste materials</p>	No further measures at present			

2. SOURCES OF FUEL						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
2.7	Drinks	No drinks allowed in rehearsal, recording, computer spaces other than plastic bottles of water with sports caps.	No further measures at present			

3. SOURCES OF OXYGEN (reduce)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
3.1	Fresh air and mechanical ventilation	All windows, doors and other openings not required for ventilation are closed when possible and always closed out of hours.  There are no mechanical ventilation systems on the premises.	No further measures at present			

4. STRUCTURAL FEATURES (Control fire spread)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
4.1	Suspended ceilings on the premises	Suspended ceiling installed some areas, modern tiles used.	Check fire retardant nature of tiles is satisfactory	Martin Heaton	July 2021	
4.2	Voids	There are unoccupied loft areas.  No Basement areas.	Install smoke detector and fire alarm sensor in lofts.  Loft areas to be cleared of any combustible materials.	Martin Heaton	July 2021	

4. STRUCTURAL FEATURES (Control fire spread)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
4.3	Holes in the ceiling, partition walls around pipe work and cables.	Partition walls are new, free from defects/damage. Any damage to be reported and action taken, ie fill holes to help prevent the spread of fire.	Conduct a visual inspection of building for any damage, including monitoring of all recently conducted work.	Martin Heaton	July 2021	
4.4	Combustible materials in escape routes	Displays within escape corridors and circulation spaces to be kept to a minimum.  No displays down stairways which are part of escape routes or where there is only one direction of escape.	No further measures at present			
4.5	Inner rooms	Automatic smoke detectors in all outer rooms and corridors.  Maximum of 20 people using an inner room.  Outer (performance) room is not an area of high fire risk (Max 60 people when performance on). Bi fold doors allow room to be fully opened, two separate exits from the room.  Travel distance from any point in inner room to the exit from the outer room is considerably less than 18M.	No further measures at present			

## 5. FIRE DETECTION AND WARNING (Alerting building occupants)

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
5.1	How is the alarm raised?	<p>On discovering a fire, the closest break glass call point is activated and evacuation begins.</p> <p>The responsible person is informed and emergency services called.</p> <p>Main panel located in secure cupboard near reception area.</p>	<p>Upgrading fire alarm system to one more suitable for increased occupancy of the building.</p> <p>Upgraded alarm will be automatically activated in the event of a fire.</p> <p>Ensure zone chart in place next to alarm panel.</p> <p>Manual alarm system to BS 5389 activated by break glass call points.</p> <p>All exits to buildings are provided with manual call points that are unobstructed and clearly visible.</p> <p>Detail if the alarm has a battery back-up power supply or is mains powered only.</p> <p>Need to detail any interface between fire alarm system and other systems eg smoke control systems, release for electronically locked or held open doors etc.</p>	Martin Heaton/ Fire Alarm Contractor	July 2021	
5.2	Are there places where the alarm might not be heard?	Weekly tests show that the alarm can be heard from every room in the building. (CTEC CFP Series, Expo Alarm Service). Recorded weekly in the book.	As an added precaution, consider use of emergency strobe lighting to music and music technology areas in case the noise from music is at a higher level than that of the alarm.	Martin Heaton/ Fire Alarm Contractor	July 2021	
5.3	Awareness of staff and visitors.	<p>Staff and students are initially advised of the fire procedure and how to raise alarm at induction, this process is carried out on the first day in the building and is recorded.</p> <p>Visitors to the building are given guidance on what to do in the event of an evacuation.</p>	Ensure procedures are posted in all classrooms and practice rooms and fire action notices are completed and posted by each break glass call point.	Martin Heaton	July 2021	



5. FIRE DETECTION AND WARNING (Alerting building occupants)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
5.4	Testing of the fire alarm	A weekly fire alarm (CTEC CFP Series, Expo Alarm Service) test is carried out at different times each week to ensure a wide coverage of classes, staff, students, visitors. All tests are recorded.  These tests are recorded and any defects reported.	Alarm to be linked to call points  Call points are numerated to aid identification and ensure regular testing	Martin Heaton	July 2021	
5.5	Testing of smoke detectors	Smoke detectors are checked and tested on a weekly basis by a nominated person. These tests are recorded and any defects reported.  Inspection / maintenance records kept in fire log book.	No further measures at present			
5.6	Alarm system servicing	Alarm has been checked by an external contractor in May 2017 and a decision made to upgrade in line with taking on groups of students.	Arrangements have been made to upgrade the alarm system with a competent contractor who will service the system at 6 or 12 monthly intervals, depending on the system installed.	Martin Heaton/ Fire Alarm Contractor	July 2021	

6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
6.1	Fire equipment on premises is identified (eg extinguishers)	A comprehensive list is kept in the fire log book.  All fire fighting equipment marked on fire/evacuation plan.	No further measures at present			
6.2	Location and suitability of firefighting equipment	Building has 2 floors, ground floor is 210m, second floor slightly smaller as the reception area on ground floor is double-storey. There are 9 extinguishers in the building, 4 on the ground floor and 5 on the first floor which exceeds the minimum requirement of 2 extinguishers per floor with a combined rating of at least 26A (unless it is an upper floor of less than 100m <sup>2</sup> ) (sited so that no person need travel more than 30 metres to reach an extinguisher)	No further measures at present			

## 6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
		<p>Sufficient extinguisher types appropriate for local risks:</p> <p>CO2 for electrical risks and foam for paper, wood, plastics.</p> <p>Extinguishers are fixed near exit doors and at appropriate heights.</p> <p>All firefighting equipment is conspicuous and not blocked or obscured. Signs are displayed where equipment is located.</p> <p>Fire break glass points accessible on all fire exit routes.</p>				
6.3	Inspection and testing of firefighting equipment	<p>Weekly check is undertaken to ensure extinguishers are in the correct location and not tampered with.</p> <p>Extinguishers are inspected annually by a competent engineer. Inspection details are kept in the fire log book and inspection date written on the back of each extinguisher.</p>	No further measures at present			

## 7. MEANS OF ESCAPE AND ESCAPE TIMES

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
7.1	Fire drills	<p>Regular fire drills are undertaken (termly) False alarms can be counted as fire drills.</p> <p>Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff.</p>	No further measures at present			
7.2	Nominated person/s	<p>Nominated person/persons in charge in the event of a fire alarm (CTEC CFP Series, Expo Alarm Service) activation identified in the local H&amp;S Policy and fire procedures. A deputy is identified to cover with the building being open 70 hours/week.</p> <p>Identified fire marshals play a useful role in sweeping areas of the building to ensure they have been evacuated. These named people are identified in the site evacuation procedure with responsibility for specific areas and instruction given.</p>	No further measures at present			

7. MEANS OF ESCAPE AND ESCAPE TIMES						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
7.3	Means of Escape	<p>Adequate means of escape available from all parts of the building. No fire evacuation route requires exit from a low risk area through a higher fire risk route.</p> <p>Escape routes are available which lead in different directions to places of safety (i.e. a place beyond the building in which a person is no longer in danger).</p> <p>For out of hours use where only part of the building may be used, adequate routes are still maintained.</p> <p>Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks.</p>	No further measures at present			
7.4	Evacuation Times	<p>Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minute. All fire evacuations have been less than 3 minutes.</p> <p>Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks.</p>	No further measures at present			
7.5	Evacuation of staff and visitors (day & night)	<p>Written fire procedures are available and regularly reviewed annually.</p> <p>Emergency procedures provided to all staff, students and visitors.</p> <p>Lighting is adequate, especially during the night and in the winter months.</p> <p>Emergency lighting available where building used outside of ambient daylight hours.</p> <p>Risk assessments for particular groups of people ensure provision for safe evacuation from the building for service users with health/support plans and PEEP's.</p>	No further measures at present			
7.6	<p>Refuge/safe areas</p> <p>a place of reasonable safety in which disabled people can wait for assistance to</p>	<p>When applicable, identified refuge areas will be used where people with mobility difficulties will wait to be helped with evacuation.</p> <p>Individuals will not be left alone in refuge areas, an identified person will wait with the individual.</p> <p>Fire refuge leads directly to a fire resisting escape route.</p>	<p>Ensure Refuge sign in the refuge area.</p> <p>Ensure practice evacuation carried out when wheelchair user in the building.</p>	Martin Heaton	July 2021	Martin Heaton

## 7. MEANS OF ESCAPE AND ESCAPE TIMES

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
	evacuate the building	We are not assuming that the fire Service will evacuate those left in the refuge. There are temporary waiting areas and the site must be able to evacuate everyone if required.				
7.7	Fire exit doors	Fire exit doors are checked daily as part of routine opening up procedures to ensure that they work properly and are free from obstruction. Fire exits easily openable in one operation without the need for a key or code. Main Rear Fire Exit door opens in direction of travel.	No further measures at present			
7.8	Internal fire doors	All fire doors are identifiable with signage and fitted with self-closures. Fire doors are kept closed at all times. May be left open for short periods in exceptional circumstances, as long as they are closed as soon as possible afterwards. Fire doors are always closed at night Fire doors close properly and have no damage. Where damage is identified this is would be recorded and passed to the relevant persons for repair.	No further measures at present			
7.9	Evacuation Chairs	Not currently applicable.	No further measures at present			

## 8. SIGNAGE & LIGHTING

Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
8.1	Fire signage	All final fire exit doors / routes are clearly marked with a green pictogram/graphic symbol (the 'running person' symbol BS5449), including photo luminescent signs.  All signs are located in positions where they can be clearly seen (no signage obscured).	No further measures at present			
8.2	Fire assembly points	All those using the building are aware of the location of fire assembly points  Fire assembly points are located in a safe area and are clearly signed (away from the building so as to avoid breaking glass etc and would not be in the way of access for the fire brigade)	No further measures at present			
8.3	Lighting on fire escape routes	Emergency lighting is checked monthly and a record kept in the fire log book (checks that emergency lighting stays on once main power is cut).	No further measures at present			
8.4	Emergency lighting	Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minute. All fire evacuations have been less than 3 minutes.  Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks.	No further measures at present			

9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)						
Ref		Existing Control Measures	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
9.1	Local emergency evacuation plan in place	<p>There is a plan for raising the alarm, evacuating the building and calling the Fire &amp; Rescue Service.</p> <p>Visitors, contractors and members of the public are considered as part of the plan.</p> <p>All fire assembly points are suitable clearly identified</p> <p>Fire action notices are in place and up to date. In general fire action notices posted next to all fire alarm call points.</p> <p>Fire drills are formally reviewed to identify problems encountered and any further actions required.</p> <p>Access route for emergency vehicles available and kept clear.</p>	Personal Emergency Evacuation Plans (PEEPs) are in place where required and are reviewed regularly with individual concerns and/or if situations change.	Jackie Manning	July 2021	
9.2	Training and/or instruction on evacuation arrangements for all staff	<p>New employees receive instruction on the action to take in the event of a fire at their induction on their first day of employment</p> <p>Existing employees receive refresher training (via fire drills) and/or instruction on what to do in the event of a fire e.g. through team meetings.</p>	No further measures at present			
9.3	Specialist training in the event of an emergency for relevant staff	<p>Fire wardens/marshals are fully trained in their duties and responsibilities and this training is refreshed as necessary. There are an adequate number of personnel able to use extinguishers or other firefighting equipment.</p> <p>Adequate numbers of personnel are trained to assist in an emergency, eg fire wardens/marshals aiding people with mobility impairments (currently this is in place for ground floor).</p>	No further measures at present			