



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

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3. RISK ASSESSMENT - FIRE

Task: Fire Precautions

Hazards: Fire - Being unable to reach a protected zone before being affected by smoke, heat, flame or other life threatening hazard caused by fire.

Who or What is at Risk:

- Employees of BCVS,
- volunteers,
- visitors
- occupants of adjoining buildings
- Office buildings and contents

Controls:

- Control of all means of ignition. Staff are not permitted to smoke inside the building. All electrical equipment is maintained and inspected regularly. Staff are not permitted to bring their own electrical equipment into the office unless it has undergone a suitable electrical test. This involves PAT testing for all appropriate devices and a thorough visual check of all others in accordance with HSE advice (see attached).
- Control of highly flammable substances. See COSHH assessment also. BCVS and the other occupants of the building do not store significant amounts of flammable substances. Amounts of paper and copying chemicals are not stored in bulk. No flammable substances are stored close to sources of ignition.
- Automatic smoke detection alarm systems throughout premises.
- Suitable and sufficient fire extinguishers are available and these are maintained via the landlord.
- Escape routes are clearly signed and are kept free of obstructions.
- Final exit doors are kept locked whilst the office is occupied but all have locks which are easily opened from the inside without use of a key.

Training:

- Employees and Volunteers will be taught the correct procedures to follow in the event of an emergency.

Procedures:

- Signage and equipment will be strategically placed with copies of emergency evacuation procedure posted at appropriate points throughout the premises.
- Regular inspection to monitor fire precautions and means of escape.

Risk Assessment:

Taking all factors into consideration, harm to people and property from fire will be low.

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.

Fire Procedures and instructions for staff, volunteers and visitors.

1. Evacuation procedure.

- 1.1 On hearing the audible fire alarm occupants should immediately leave the building by the nearest safe fire exit. There is one fire exit at the front of the premises leading directly onto Palmerston Road, another at the side of the office leading to the adjacent parking spaces and another at the rear of the office leading via the rear of the premises to the adjacent parking.
- 1.2 The Assembly Point is the area of cycle parking adjacent to the car parking next to the office premises.
- 1.3 Staff who have been trained to do so may attempt to use fire extinguishers to extinguish small fires provided it is safe to do so. At no time should their own safety be jeopardised. Staff not trained in the use of fire extinguishers should only use this equipment if it is necessary in order to enable them or another person to leave the building.
- 1.4 In the event of fire alarm activation no person should attempt to return to the building until the fire service officer in charge of the incident states that it is safe to do so.

2. Fire – general

- 2.1 All routes through the office must be kept free of obstructions. Any defects in escape routes, such as damaged carpeting, should be reported to the Finance Officer immediately.
- 2.3 Smoking is not permitted inside the building.
- 2.4 Staff members and volunteers must report to the Finance Officer immediately anything that could cause a fire hazard such as damaged electrical wiring.
- 2.5 Staff and volunteers are not permitted to bring their own electrical equipment into the office unless it has been suitably inspected and/or tested (please see attached advice from HSE).
- 2.6 All flammable materials must be used and stored in accordance with the relevant COSHH risk assessment. Excesses of flammable materials should not be stored on the premises.
- 2.7 Staff using the cooking facilities should not leave unattended anything that could ignite.
- 2.8 All staff, volunteers and visitors will be instructed regarding these rules and procedures as appropriate.