

FIRE SAFETY MANAGEMENT PLAN

Amersham Band Bandroom
Rectory Meadows, Rectory Hill, Amersham, Buckinghamshire HP7 0BU

1. Introduction and scope

This is the Fire Safety Management Plan for the Amersham Band Bandroom at Rectory Meadows, Rectory Hill, Amersham Buckinghamshire, HP7 0BU. Its requirements extend to all persons at those premises including band members, visitors and contractors.

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to the normal running of the band.

Managing the risk of fire requires precautions to be taken based on a combination of appropriate prevention and protection measures which are relevant to the building use and occupancy, the inherent fire risks and the legal obligations laid on Amersham Band as the occupier / owner of the premises. A Fire Risk Assessment has been carried out to identify the risks and required precautions.

2. Statement of General Policy

Our statement of general policy is to:

- provide and maintain passive and active fire prevention, protection and measures according to the use of the building, the numbers of occupants and the activities undertaken;
- provide comprehensible and relevant information to our members and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified;
- carry out and keep under review a risk assessment to analyse fire risks, the existing preventive and protective measures and to identify areas for improvement; and to
- identify at least one person to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.

3. Responsibilities

The overall and final responsibility for fire safety is that of the Trustees of Amersham Band.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Amersham Band Committee Members and to the appointed Fire Wardens. In addition, to ensure fire safety precautions are effective, all persons using the premises have to:

- familiarise themselves with the fire action notices and evacuation routes;
- co-operate with fire wardens and the fire brigade and follow their instructions in case of evacuation;
- not interfere with fire safety equipment, alarms or extinguishers;
- not interfere with the proper closing of fire doors;
- raise the alarm in the event that they discover a fire; and to
- report any fire safety concerns to an appropriate person (as detailed in this policy statement).

4. Fire Wardens

The Management Committee will appoint sufficient Fire Wardens such that at each rehearsal a Fire Warden is present.

The duties of a fire warden are:

- to assist in implementing and improving the fire emergency procedures;
- to help prevent emergencies by monitoring the adequacy of the fire risk control measures;
- to instruct band members in how to respond in an emergency, this should include briefing on escape routes on a regular (approximately quarterly) basis;
- to lead the fire drills and real evacuation procedures;
- to ensure all members are accounted for during an evacuation; and
- to assist all people in the building should an emergency occur, including assisting people with special needs, e.g., helping someone in a wheelchair to evacuate.

If the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of members and visitors from the building immediately, and to ensure that the building has been cleared. During an evacuation, a fire warden needs to:

- direct everyone to leave the building using all the appropriate routes and exits;
- check all accessible spaces in the building, including the WCs, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area;
- close the doors to help to isolate the fire;
- guide everyone to the assembly area and assist in checking that everyone has arrived safely and,
- liaise with the Fire Brigade as appropriate.

5. Fire Risk Assessment

A fire risk assessment for the premises has been carried out and is provided in Annex 1

To reduce the risks of fire, a number of policies for users of the building have been established. These include;

- no smoking allowed within the building or in the covered porch area;
- functions involving bonfires or fireworks are prohibited;
- the use of portable gas appliances, naked flames or candles is not permitted in the premises;

- highly flammable substances shall not be brought into, or used in any part of the Premises; and
- any portable electrical appliances brought onto and used on the Premises shall be certified safe (ie PAT tested) and in good working order, and used in a safe manner.

6. Fire Action Notices and Instructions

Fire Action Notices are displayed at key points within the building giving information to occupants on raising the alarm and building evacuation routes. Fire safety instructions are provided for third party hirers.

7. Fire Alarm

The building is fitted with a fire alarm system. The fire alarm will be tested on a regular basis by the Fire Warden. The Fire Wardens should also check the fire alarm panel frequently to ensure that no fault indicators are illuminated.

8. Fire Extinguishers

Fire extinguishers are provided in the main hall, the entrance hall and kitchen. These will be checked and replaced in accordance with the manufacturer's recommendations.

9. Evacuation Procedure

The fire evacuation routes and assembly point are clearly marked on the Fire Action Notices. A check of the evacuation procedure (fire drill) shall be carried out from time to time and at least once per year for each band. The Fire Wardens are responsible for carrying out this fire drill and reporting any issues to the Management Committee.

10. Review

This policy will be reviewed as required and in particular will be checked for omissions or potential improvements following any fire event occurring

11. Document History

11 December 2020	Draft 1 – circulated to AB Committee for comment
14 December 2020	Issue 1 - incorporating comments from committee members

**Annex 1 - Fire Risk Assessment carried out by Richard Johnston,
November/December 2020**

Fire Risk Assessment

conducted for



Amersham Band

Responsible person (e.g. employer) or person having control of the premises:

Caroline Perkins

Address of premises:

Amersham Band Hall, Rectory Hill,
Amersham, HP7 0BU

Assessor:

Richard Johnston

Date of fire risk assessment:

14/12/2020

Date of previous fire risk assessment:

N/A

Suggested date for review:

12/01/2022

INTRODUCTION

Employers and other persons who have control of premises are required by legislation to carry out an assessment of the fire risks to occupants of premises, and other people in the vicinity of the premises, to ensure that these people are safe from fire and its effects.

What is a Fire Risk Assessment?

This fire risk assessment is an organised and methodical examination of operation of a premise and the activities undertaken that could cause a fire to start, and the impacts from a fire such as harm to persons and damage to property.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

Scope

- The recommended approach to carrying out fire risk assessments is intended to determine the risk- proportionate fire precautions required to protect premises, occupants including employees, contractors, visitors and members of the public and to protect people in the immediate vicinity of the premises.
- The fire risk assessment is not necessarily sufficient to address the safety of fire-fighters in the event of a fire on the premises. The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.
- The information detailed within this report is correct at the time of issue and reflects matters observed at the time of the visit. The content of the report does not constitute an exhaustive record of all possible hazards or potential risks that may occur or of potential enhancements that may be implemented. The assessor does not accept responsibility for any consequences arising from the use of the information herein.

Confidentiality

Information obtained during the fire risk assessment process will not be divulged to unauthorised persons unless the assessor is legally obligated to do so.

Risk Assessment Model

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

CONCLUSION AND FIRE SAFETY RATING

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LIKELIHOOD OF FIRE

Low	
Medium	
High	

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

CONSEQUENCES OF A FIRE

Slight Harm	
Moderate Harm	
Extreme Harm	

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Conclusion:

The risk of a fire occurring is deemed as **MEDIUM**

The consequences of a fire occurring would likely cause **SLIGHT HARM**

The overall fire safety rating of the Amersham Band Hall premises is a **TOLERABLE RISK**.

This is due to a lack of documentary evidence being available to confirm current portable appliance testing has been carried out, a lack of in house fire safety checks being undertaken, fire warden training not yet having been undertaken, a lack of fire-fighting equipment being installed to the building and full certification not being available to confirm the emergency lighting is fully operational.

The following key positive fire safety standards were identified: Negligible levels of non-essential combustible material being stored, combustible material not being stored adjacent ignition sources, clear and unobstructed fire escape routes, clear directional signage in place, automatic detection in place, manual fire alarm call points in place, emergency lighting in place to escape routes, toilets and the electrical switch room, alternate means of escape being present and a good level of fire separation and compartmentation in place.

The overall Fire Risk Rating of this property will reduce upon completion of the Action Plan which is located in Part 5 of this Fire Risk Assessment.

PART 1: General Information

Aspect	Details
0 General Information	
Location Photo	
 	
Areas assessed within this Fire Risk Assessment	Band hall building including: Main hall, kitchen, two teaching rooms, music library, toilets, inner hall and lobby, external areas.
Premises Owner/Landlord	Amersham Band
Premises Operator	Amersham Band & third party operators

Aspect	Details
Premises Occupier	Members of the public and band members
Opening Times	Mon, Tues – 7.30pm -1030pm, Thursday 5.30 – 10.00pm, Saturday & Sunday 10.00am – 4.00pm.
Company Undertaking Assessment	Johnston Safety Consulting
Client (company/organisation)	Amersham Band
Distribution List (Name, Job Title and Email)	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager
1 Responsible and Competent Persons	
The person responsible for fire safety at the building is:	Caroline Perkins – Band Manager
The person responsible for fire safety for the Organisation is:	Fred Harrison - Band Chairman
The person responsible for the maintenance of safe plant and equipment and the physical condition is:	Caroline Perkins – Band Manager Fred Harrison - Band Chairman
Fire Wardens/ Appointed Person	Caroline Perkins, Fred Harrison, Barbara Douglas

Question	Finding
The Premises	
Occupancy type	Brass band practice & small performance
Number of floors	One
Approximate floor areas	200 m2
Are there adequate means of escape from all areas in the event of a fire?	Yes

Fire exits unobstructed and easily operated to allow escape in event of a fire?	Yes
Are fire escape routes adequately protected?	Yes
When was the building built/ refurbished?	2020
Building control completion certificate held by premises owner?	Building control completion certificate due to be received December 2020

<p>Plan of Building</p> <p>GROUND FLOOR PLAN</p>	
<p>Brief details of construction</p> <p>Brick and block work with a timber framed pitched roof. Internal plasterboard walls with painted finish. Glass window and door frontage to the building.</p>	
Question	Finding
The Occupants	
Approximate maximum number of occupants?	40 – Comprising 30 band members, 10 parents of child band members
Approximate number of staff/volunteers at any one time?	One band manager. Holding dual responsibility of band manager and fire warden.

Maximum number of members of public at any one time?	As above – 40.
Number of contractors working on site at any one time?	One/two
Associated times/hours of occupation?	Mon, Tues – 7.30pm -10.30pm, Thursday 5.30 – 10.00pm, Saturday & Sunday 10.00am – 4.00pm.

Occupants at Special Risk	
Sleeping occupants present?	N/A
Disabled occupants present and if so is there a personal emergency evacuation plan in place for such persons?	No disabled band members currently part of band. Where disabled visitors may be present they would be able to self - evacuate.
Are occupants in remote areas, lone workers, and if so is there a lone person risk assessment in place?	No lone working
Are young persons employed and if so is there a young persons risk assessment in place?	No young persons employed.

Question	Finding
Access for Emergency Vehicles	
Are the emergency services able to access the premises?	Emergency vehicles able to gain access to building. Access available from front and side of building.
Other Relevant Information	
Has the building suffered previous fire loss?	N/A - Newly constructed.
Are residential properties attached to the building?	N/A – Stand-alone building in its own plot.


Part 1 – Supporting Information:


Inspection of premises, grounds and interview with Band Manager and Band Chairman.

Part 1 – Limitations:


Unable to gain access to loft area. No access.

Part 2: FIRE HAZARDS AND ELIMINATION OR CONTROL

Question	Response	Comments/Pictures
9 Electrical Sources of Ignition		
Is the fixed wiring installation periodically tested and inspected? <i>[5 Yearly report not in place?]</i>	Yes	Fixed installation test carried out 01/09/20, reviewed by qualified supervisor 09/09/20.
Are all C1 and C2 electrical remedial works, in progress or completed as per completion dates or within 1 month?	N/A	
Are all portable appliances tested/inspected annually and all failures have been repaired or removed	No	See action plan
Do portable appliances appear in good order	Yes	
Is there a suitable limitation on the use of trailing leads and adapters?	No	See action plan
Are only surge protected extension leads used in building?	No	See action plan
10 Smoking		
Are Reasonable measures taken to prevent fires as a result of smoking?	Yes	Smoking prohibited throughout building and throughout grounds
Is smoking prohibited throughout the premises and Is 'No Smoking' signage in place at the entrance to the building?	No	See action plan

Question	Response	Comments/Pictures
Is smoking prohibited in certain areas of the building?	Yes	Smoking prohibited throughout building and throughout grounds
Are there suitable arrangements made for those who wish to smoke?	No	Smoking prohibited throughout all areas of Amersham Band premises and grounds.
Is there no evidence of breaches of smoking policy?	Yes	No evidence of smoking found.
11 Arson		
Does the basic security against arson appear reasonable?	Yes	CCTV in place. No external bins on site . 
Is there sufficient control of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes	No fire load held on site. No skips or bins located externally. Building sits within own large plot.
Is the local area free from any arson related fires?	Yes	None known.
12 Portable Heaters		
Is the use of portable heaters avoided?	Yes	No portable heaters used in any part of the building.
If portable heaters are used, are the more hazardous types (radiant bars and LPG) avoided?	N/A	

Question	Response	Comments/Pictures
If portable heaters are used are suitable measures taken to minimise the risk of ignition of combustible materials?	N/A	No portable heaters used in any part of the building.
If in use are portable heaters in good condition?	N/A	No portable heaters used in any part of the building.
13 Cooking Facilities		
Are there cooking appliances?	Yes	Kettle and microwave only.
Are filters changed and duct work cleaned regularly	N/A	No cookers or extraction fans/ductwork in place.
If there is a toaster, is the crumb tray being checked and cleaned on a weekly basis?	N/A	No toaster in place.
Are cooking appliances included in testing and inspection regimes	N/A	No cooking appliances – microwave only.
14 Lightning		
Does the building have a lightning protection system?	N/A	Single storey building in valley bottom in close proximity to tall trees. Remote risk of lightning strike.
15 Other significant ignition sources that warrant consideration: None		
16 Sources of Fuel and Housekeeping		
Is the standard of housekeeping adequate, with combustible materials and waste materials separated from ignition sources and stored appropriately?	Yes	

Question	Response	Comments/Pictures
Do furniture and furnishings comply with the Furniture & Furnishings (Fire Safety) Regulations 1988?	No	See action plan.
Is all furniture and furnishing in a good condition with no cuts, rips or tears, which are leaving the internals exposed?	Yes	
Is cleaning at a good standard to avoid a buildup of dust throughout the building including electrical equipment and escape routes?	Yes	
Is the building free from the presence of naked flames unless a hot work permit is in place?	Yes	No naked flames present.
Are there any gas appliances in the premises?	N/A	No gas appliances installed to building.
17 Hazards Introduced by Contractors and Building Works		
Is there sufficient control over works by contractors (e.g. Permits to work & hot works permits)?	No	See action plan.
Are the Building's fire safety arrangements communicated to contractors?	No	See action plan.
18 Flammable Substances & Materials		
Are flammable substances/ materials present at site?	Yes	See action plan.

Question	Response	Comments/Pictures
If flammable substances/ materials are present are they stored correctly and with minimal stock	Yes	Single bottle of white spirit found only. Not located adjacent ignition sources.
Has the risk to relevant persons been adequately eliminated or reduced by the implementation of substance specific risk assessments?	No	See action plan.

Inspection of premises, grounds and interview with Band Manager and Band Chairman. Fire resistance certification for fabric used to construct curtains in band hall.

Newhey Bleach & Dye Works, Newhey, Rochdale.
Tel:(01706) 847911 Fax:(01706) 881217

P.W.G. FLAMMABILITY TEST REPORT
NON DURABLE F/R TREATED FABRIC

NOTE: The results may not apply to situations where there is restricted air supply or prolonged exposure to large sources of intense heat, as in a conflagration.

Enquiry No:40200

Customer: EVANS TEXTILE (SALES) LTD Lot No: F39442

PWG Order No-59394 (2010)

Description:SD1 SATEEN CREAM TEST 1

1. Method of test
Six specimens, (3 warp direction and 3 weft direction) were then cut from the above sample, and after appropriate conditioning, these were tested for flammability, according to Test 2 of BS EN ISO 15025:2002, with the results obtained assessed according to the Type B performance requirements of BS 5867 Part 2:2008.
2. Summary of Results
None of the six specimens tested permitted flaming or a hole to reach the top edge or either vertical edges. There was no flaming debris, the maximum time of afterglow for any single specimen was 0.78 sec's.
3. Assessment
This sample of fabric when tested for flammability, according to Test 2 of BS EN ISO 15025:2002, COMPLIED with the type B performance requirements of BS 5867 Part 2 2008.

If wetted in any way it is essential to re-treat the fabric to meet flammability requirements.



TEST REPORT

Client:



Entry No:	93294
Date received:	13/12/2017
Client's Description:	Sample of interliner: Design Name: 33036 Fire Barrier, Product Type: FR Upholstery Interlining, Batch Numbers: P19190 + P19532
Test Required:	Flammability in accordance with The Furniture and Furnishings (Fire)(Safety) Regulations 1988 and Amendments Section 3
Pre-treatment:	Water soaking in accordance with BS 5651 : 1978 Clause 4 followed by line drying
Conditioning:	A minimum of 96 hours at 50-61% Relative Humidity, 20-25°C
Date Tests Completed:	02/01/2018
Method of Test:	BS 5852: Part 2: 1982

The following test results relate only to the ignitability of the combination of upholstery composites under the particular conditions of test; they are not intended as a means of assessing the fully potential fire hazard of the materials in use.

Ignition Source	Observations	Result
5 (wood crib)	Flaming ceased within the specified ten minute period after ignition of the crib and no progressive smoldering occurred	PASS

Note: A 20–22 kg m⁻² non-fire retardant polyurethane foam was used as the filling

Comments

On the basis of the tests carried out this interliner sample meets the requirements of Schedule 3 of the Furniture & Furnishings (Fire)(Safety) Regulations 1988 and Amendments.

---End of Document


Fire resistance certification for chairs used in

Fixed electrical certification for band hall







Part 2 – Limitations: Unable to gain access to loft area. No access.

Part 3: FIRE PROTECTION MEASURES

Question	Response	Comments/Pictures
19 Means of Escape		
Is the building provided with adequate means of escape in case of fire?	Yes	Main entrance/exit fire escape leads away from building via car park or via footpath. Double door fire exit from main hall leads away from building via car park.
Are there sufficient exits?	Yes	Main entrance fire escape from entrance hall and double fire exit doors from main band hall.
Are exits easily and immediately operable where necessary?	Yes	
Do fire exits open in the direction of travel where necessary?	Yes	
Have sliding or revolving doors been avoided as fire exits?	Yes	No sliding or revolving doors installed to building.
Are all fire doors in good condition?	Yes	
Are there reasonable distances of travel where there is a single direction of travel?	N/A	Two means of escape from all parts of the building.
Are there reasonable distances of travel where there are alternative means of escape?	Yes	Travel distance is less than 45 m for this normal fire risk environment from all parts of the building.

Question	Response	Comments/Pictures
Are escape routes adequately protected against the effect of fire?	Yes	Smoke detectors and emergency lights in place.
Are there suitable fire precautions for all inner rooms?	Yes	For inner rooms, adequate warning of a fire provided by; -Vision panel between room and escape corridor. -Automatic smoke detector in the main escape route, automatic detection in high risk electrical switch room and kitchen. -Fire alarm sounder in place to building. -Emergency lighting in place to high risk electrical panel room, toilets and main escape corridor.
Are escape routes unobstructed?	No	See action plan
Are escape routes checked for obstructions and clear passage each time facility used?	Yes	Fire escapes checked each time band hall is in operation.
Are all floors in fire exit routes in good condition?	No	See action plan
Are there suitable means of escape for disabled occupants?	Yes	Disabled persons would be able to self-evacuate from building.
Have Personal Emergency Evacuation Plans been completed (if required) for disabled staff members?	N/A	No staff members within voluntary organisation. No disabled members of Amersham Band currently part of organisation.
Are lifts grounded by the fire alarm?	N/A	Single storey building. No lifts present.
Are there 'do not use in case of a fire' signs by the lifts?	N/A	No lifts.

Question	Response	Comments/Pictures
20 Measures to Limit Fire Spread and Development		
Is there a sufficient standard of compartmentation and sub-compartmentation?	Yes	
Is the premises free from any external cladding or fascia materials which could promote fire spread?	Yes	Wood paneling to exterior of building to EN14915.
If required are Fire Door Sets being held open by the correct mechanical means?	N/A	None in place.
Are linings that promote fire spread avoided as far as reasonably practicable? If installed are combustible wall linings such as drapes avoided. Wall linings must be away from sources of ignition such as lights, plug sockets and heaters and do not cover an entire wall.	Yes	
21 Escape Lighting		
Is there suitable provision of escape/emergency lighting provided, in line with BS5226?	Yes	<p>Emergency escape lighting system installed to:</p> <ul style="list-style-type: none"> • Each exit door; escape routes; • Toilets, high risk room – housing electrical switch panel. 

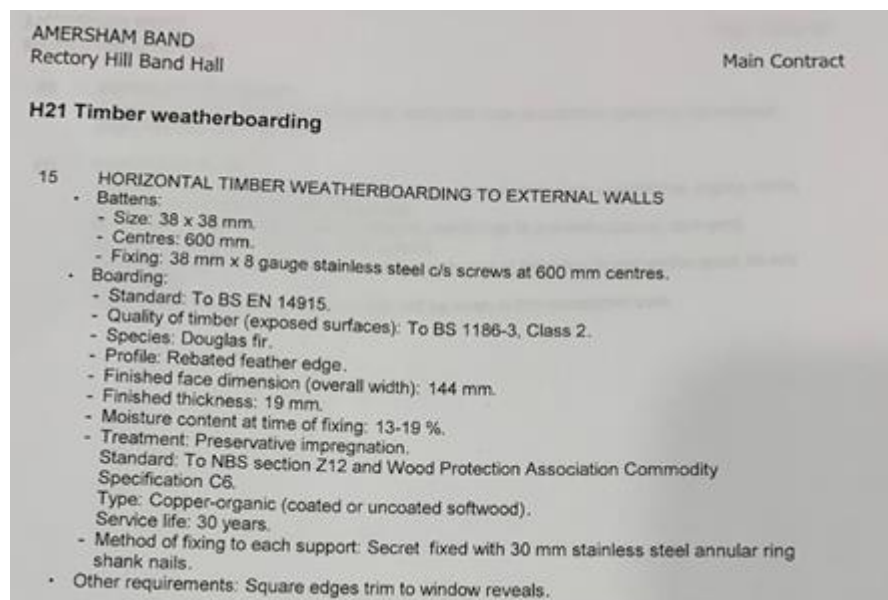
Question	Response	Comments/Pictures
22 Fire Safety Signs and Notices		
Are fire safety signs and notices suitable and sufficient?	No	See action plan.
Is fire escape and exit directional signage appropriate?	Yes	Fire exits obvious and clearly signed.
23 Means of Giving Warning in the Event of Fire		
Is a manually operated electrical fire alarm system provided?	Yes	
Is automatic fire detection provided?	Yes	
Are sounders, Visual Display Unit (VDU) and detectors in suitable locations?	Yes	Sounder and visual display beacons located in main hall. 
Are detectors, sounders and VDU's not covered in a way which would prevent normal operation?	Yes	
Is there remote transmission of alarm signals?	No	
Is the fire alarm panel functioning correctly without faults or isolations?	Yes	

Question	Response	Comments/Pictures
Is a visual check of the fire alarm panel completed each day checking for functionality, faults and isolations and corrective actions taken where necessary?	Yes	Panel checked on each day venue is opened for use.
24 Manual Fire Extinguishing Appliances		
Is there suitable and sufficient provision of portable fire extinguishers?	No	See action plan.
Are fire extinguishers visible and unobstructed, placed on a dedicated stand or hung on wall at a convenient height and signposted?	No	See action plan.
Were questioned fire wardens aware of the types of extinguishers within their workplace?	Yes	Fire wardens aware of the types of extinguishers required, Co2 and Water, and what fire types extinguishers should be used on.
25 Automatic fire extinguishing systems		
Is there any type of automatic fire extinguishing system?	N/A	No sprinkler systems installed.
Is the Sprinkler shut off valve kept in a locked cupboard and clearly signposted?	N/A	
Is clearance between the sprinkler head and stock at a suitable distance?	N/A	
26 Facilities, Equipment and Devices for the Protection of Fire-Fighters: None		

Part 3 – Supporting Information:

Inspection of premises, grounds and interview with Band Manager and Band Chairman.

Certification confirming weatherboarding meets EN14915.



Part 3 – Limitations:

Unable to gain access to loft area. No access.

Part 4: MANAGEMENT OF FIRE SAFETY

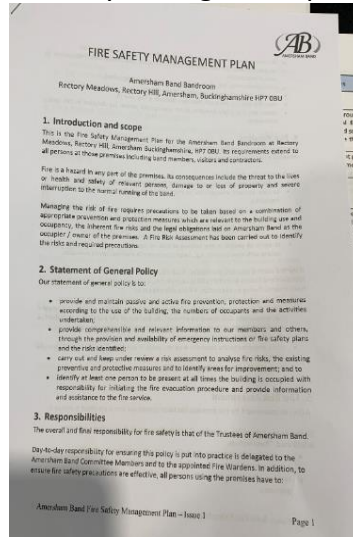
Question	Response	Comments/Pictures
27 Procedures and Arrangements		
Person responsible for the premises fire safety management:	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	
Are appropriate fire emergency procedures in place and available for staff to read?	Yes	Emergency Procedures and Fire Safety Management Plan in place.
Is an emergency pack available and easily accessible?	No	See action plan.
Does the building Fire Action Plan procedure take account of other Fire Emergency Procedures applicable in the building and any adjoining buildings?	N/A	Stand-alone building.
Do routine in-house inspections of fire precautions take place?	No	See action plan.
28 Training and Drills		
Do responsible persons receive training (including refresher training) in fire safety requirements and the fire action plan before they are left unsupervised to work?	No	See action plan.
Are all staff familiar with the emergency procedures?	Yes	
Are fire drills carried out annually?	No	See action plan.

Question	Response	Comments/Pictures
29 Testing and Maintenance		
Is the workplace in apparent good state of repair?	Yes	
Is there weekly testing of the fire detection and alarm system, with records held in the building for inspection?	No	See action plan.
Is there periodic servicing of the fire detection and alarm system, with records and certificates held?	Yes	Tested 09/09/2020.
Is there weekly and monthly testing of the emergency lighting, with records held in the Building Workplace for inspection?	No	See action plan.
Is there annual testing of the emergency lighting, with records held?	Yes	Tested 09/09/2020.
Are there monthly fire extinguishers records held in the Building Workplace inspection?	No	See action plan.
Is there annual maintenance and testing of fire extinguishing equipment, with records and certificates held?	No	See action plan.
Is there annual inspection and test of the lightning protection system, with records and certificates held?	N/A	Single storey building in valley bottom in close proximity to tall trees. Remote risk of lightning strike.
Is the Sprinkler system maintained by a competent person/ contractor in line with the current guidance which includes the following checks;	N/A	No sprinkler system installed.
Are fixed heating/air conditioning installations subject to regular maintenance?	No	See action plan.

Question	Response	Comments/Pictures
Are gas appliances subjected to a gas safety check annually by a registered company?	N/A	No gas appliances installed.
Are all actions/ remedial works arising from the commissioning of the; - Emergency Lighting, Fire Extinguishers, Fixed Heating/ Air Conditioning Have the actions/ remedial works been completed?	No	See action plan.
Have all actions that arose from the previous Fire Risk Assessment been completed and signed off within the time frame provided?	N/A	Newly constructed building. No previous fire risk assessment in place.

Part 4 – Supporting Information:

Inspection of premises, grounds and interview with Band Manager and Band Chairman.
Fire emergency procedures. Fire safety management plan.



Fire alarm certificate.

This certificate is not valid if the serial number has been defaced or altered

127576 FIR7

FIRE DETECTION AND FIRE ALARM SYSTEM INSTALLATION CERTIFICATE

Based on the recommendations given in BS 5839-1:2017 Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises*

Original: the person ordering the work

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
DETAILS OF THE CONTRACTOR Registration No: 0619854 Branch No: N/A Trading Title: Radbourne Electrical Contractors Ltd Address: 25 North Common, Radbourne, Herts Postcode: AL3 7BU Tel No: 01962 792400	DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: Claridge & Hall Bros Ltd Address: The Stables, Valley Farm, Valley Lane, Markyate, Herts Postcode: AL3 8AT Tel No: 01962 840201	DETAILS OF THE INSTALLATION Occupier: Amersham Band Address: Rectory Hill, Amersham Postcode: HP7 0BU Tel No: N/A

PART 2: DETAILS OF THE FIRE DETECTION AND FIRE ALARM SYSTEM COVERED BY THIS CERTIFICATE	
Description and extent of the system covered by this certificate: Band Hall	The system is - New: <input type="checkbox"/> or Modification: <input type="checkbox"/>

(See additional page No N/A.)

PART 3: INSPECTION AND TESTING OF WIRING SYSTEM(S)		PART 4: CERTIFICATION OF INSTALLATION	
Wiring has been tested in accordance with the recommendations of Clause 36 of BS 5839-1. Insulation resistance tests Between conductors: (✓) Earth continuity: (✓) Maximum circuit resistance: (N/A) Between live conductors and Earth: (✓) Earth fault loop impedance: (✓) Other tests: (N/A) Between live conductors and screen, if any: (✓) Test results* recorded on additional numbered pages and provided to: (See additional page No(s) N/A) N/A * The results of all tests must be recorded on additional numbered page(s) and made available to the organisation responsible for the commissioning of the system.		I/We being the competent person(s) responsible (as indicated by my/our signature(s)) for the installation of the fire alarm system, particulars of which are set out in PART 2, CERTIFY that the said installation for which I/we have been responsible complies to the best of my/our knowledge and belief with the design specification in PART 3 and with the recommendations of Section 4 of BS 5839-1:2017, except for the variations (see BS 5839-1, Clause 7), if any, stated in this certificate. Variations from the specification and/or Section 4 of BS 5839-1: N/A (See additional page No N/A) The extent of liability of the signatory is limited to the system described in PART 2. Name (capital(s)): JOHN WITTERICK Signature: <i>John Witterick</i> Position: QS Date: 09/06/2020 The results of the inspection and testing reviewed by Qualified Supervisor: Name (capital(s)): JOHN WITTERICK Signature: <i>John Witterick</i> Position: QS Date: 09/06/2020	

PART 5: RELATED REFERENCE DOCUMENTS			
Design Specification: (Ref No N/A)	Electrical Installation Certificate: (Ref No ICR18/123018)	Operating and Maintenance Instructions: (Ref No N/A)	
Design Drawings: (Ref No N/A)	Fire Alarm Design Certificate: (Ref No N/A)	Log Book: (Ref No N/A)	
'As Fitted' Drawing: (Ref No REC 001)	Unless supplied by others, the 'as fitted' drawings have been supplied to the person responsible for commissioning the system see Clause 36.2m of BS 5839-1:2017	Purchase Specification: (Ref No N/A)	

This certificate is based on the model in Annex G of BS 5839: Part 1: 2017
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Please see the 'Notes for Recipient'


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Part 4 – Limitations: Unable to gain access to loft area. No access.

Part 5: ACTION PLAN


No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
1	At fire exits and in corridor outside kitchen	There is a lack of fire extinguishers to the building. Ensure a 9 liter water extinguisher and 5kg Co2 extinguisher are placed adjacent the double exit doors from the main hall. Ensure a 9 liter water extinguisher and 5kg Co2 extinguisher are placed adjacent the main entrance door. Ensure a 5kg Co2 extinguisher is placed in the corridor outside the kitchen.	H	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	26/01/21	
2	Emergency lighting	Full certification was not available to confirm the emergency lighting is operational and without fault. In part three of the certification received it stated that in order for the document to be valid it must be accompanied by documents that were not available: ii) Photometric design data (as explained in notes 1, of notes for recipient). iii) A copy of the test log book to show the relevant elements of the system had been tested. Ensure the design data is available and ensure the testing is for the designed system. Ensure the test log book is held on file and all the relevant elements of the system have been tested.	H	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	26/01/21	

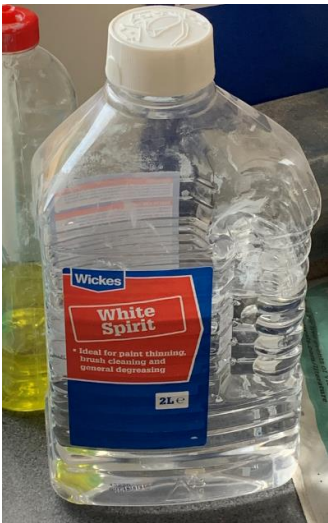
No.	Location	Required Action	Priority L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
3	Portable appliance testing	Certification was not available to confirm portable appliances had been PAT tested and were without defect. At the time of the visit portable appliances observed included a fax machine, microwave, kettle, fridge and photocopier. Ensure all portable appliances PAT tested. Ensure any faulty items removed from service.	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	
4	Extension leads	<p>A number of extension leads were found, in the kitchen and in the room housing the electrical panel.</p> <p>Ensure the use of extension leads is kept to an absolute minimum. Where additional power sockets are required these should be installed. None essential extension leads should be removed from site.</p>  	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	


No.	Location	Required Action	Priority L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
5	Extension leads	The extension leads found did not appear to be surge protected. Where extension leads are used as a temporary measure they must be surge protected. Extension leads not meeting this requirement should be removed from the premises.	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	
6	Main hall fire exit doors	<p>The main hall fire exit doors are partially obstructed by curtains. Ensure the curtains to the fire exit door are tied back so the fire exit is not obstructed. The curtains should also be tied back so the fire alarm call point adjacent the fire exit is clearly visible and does not become obstructed also.</p> 	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	

No.	Location	Required Action	Priority L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
7	External fire escape routes	<p>External grounds work was being completed at the time of the visit. Ensure fire escape routes via the car park and the path to side of the building are completed, made good and do not pose a slip, trip and fall hazard for persons escaping the building in an emergency.</p> 	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	

No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
8	Fire extinguisher access	Fire extinguishers, when obtained and placed, need to be unobstructed and easily accessible. Extinguishers should be placed on a dedicated stand or hung on a wall at a convenient height so that designated persons can easily lift them off (at about 1m for larger extinguishers, 1.5m for smaller ones, to the level of the handle). New fire extinguishers should comply with BS EN3-7.86.	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	
9	Fixed heating installation	Certification was not seen for the fixed heating installation. Ensure commissioning certification obtained and held on file for the fixed heating installation and ensure any defects are addressed. Ensure the exposed fixed heating elements in the main hall are enclosed and secured.	M	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/02/21	
10	No smoking signage	There is no “No smoking” signage displayed as you enter the building. Ensure “No smoking” signage displayed so it is clearly visible to all visitors on the door or in the entrance way to indicate smoking is not permitted in the building or on site.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
11	Fire resistance certification	<p>Certification confirming the carpets and noise dampers meet current fire safety standards was not seen. Ensure certification obtained and held confirming carpets and noise dampers meet current fire safety standards.</p> 	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
12	Control of contractors	Control of contractor procedures are not currently in place. Ensure controls put in place for contractors who work on site and may introduce hazards through their works. Ensure risk assessments, references, insurance certification and depending upon complexity of work, method statements obtained prior to works commencing.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

No.	Location	Required Action	Priori ty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
13	Advising of fire safety procedures	Contractors that come on to site are not routinely aware of the fire safety procedures in place. Ensure contractors working on site are advised of emergency fire safety procedures.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
14	Hazardous substances	<p>White spirit was found in the kitchen area. Ensure all non - essential hazardous substances removed from site. Where hazardous substances remain on site ensure they receive a Coshh assessment and are stored in a secure location away from potential ignition sources.</p> 	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	


No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
15	Signage	<p>The fire assembly point was not yet signed and fire extinguisher points were not signed. Ensure the fire assembly point is signed and ensure fire extinguisher points have signage in place indicating which extinguishers are required at each point.</p> 	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
16	Emergency pack	<p>An emergency pack should be available for use in case of emergency. The emergency pack may contain; an emergency action plan, high visibility vests, a fully charged torch, a number of foil blankets, clipboard, paper, pens, accident forms, witness statements, up-to-date emergency contact numbers and £10 in change.</p>	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
17	Routine in house fire safety checks	Routine in house inspections are not yet taking place. Ensure routine in house inspections take place and the fire safety management plan is updated. The plan should be updated to include an opening check of the fire alarm panel to ensure it is without fault, a check to ensure fire exits and escape routes are unobstructed, checks to ensure non-essential combustible material is not building up and a check to ensure combustibles are not stored within one meter of ignition sources e.g. electrical switch panel.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
18	Training	Fire wardens have not received any fire awareness training. Ensure fire awareness training undertaken by fire wardens which should include housekeeping, waste control and prevention of fire, location of escape routes and emergency exits, location and type of extinguishers, location of the manual call points and how to raise the alarm, fire emergency action plans and theoretical use of fire extinguishers. Ensure training is documented.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
19	Fire drills	A fire drill has not yet been carried out. Ensure a fire drill is carried out and recorded as soon as circumstances permit given the current pandemic restrictions.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
20	Fire alarm testing	Weekly testing of the fire alarm has not yet begun. Ensure weekly testing of the fire alarm is carried out using a different call point each week and documented.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
21	Testing of emergency lighting	Weekly and monthly testing of the emergency lighting has not yet begun. Ensure weekly and monthly testing of the emergency lighting is carried out and documented.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
22	Fire extinguisher checks	Once fire extinguishers are in place ensure they are checked monthly and ensure checks documented.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

No.	Location	Required Action	Priorty L, M, H	Responsible Person	Suggested Completion Date	Actual Completion Date
23	Fire extinguisher checks	A year after installation fire extinguishers should be subject to an external check by a qualified engineer to ensure their operational integrity.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	
24	Outstanding actions and remedial works	Upon receipt of certification for fixed heating systems ensure there are no outstanding actions or remedial works to be completed.	L	Fred Harrison - Band Chairman, Caroline Perkins – Band Manager	09/03/21	

Part 6: ISSUE AND REVIEW DATES

Document Received: Local Responsible Person/Building Manager	Fred Harrison	Date:	
Assessment Completion:	Richard Johnston	Date: 12/01/2021	

Recommended date for a REVIEW of the current (active) Fire Risk Assessment (By Fred Harrison/Caroline Perkins	12/01/2022
Recommended date for external re- assessment	12/01/2023