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|  | **Fire Risk Assessment** |

**1 Premises Details**

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| **Premises Name** | **Springhill Cohousing Community** |
| **Address** | **Springhill**  **Stroud**  **GL5 1TN** |
| **Contact Telephone Number**  **07958777249** | |
| **Use of Premises** | **Residential** |
| **Name of Responsible Person/Owner/Employer/Person in Control of Workplace** | **David Michael** |
| **Single or more than one occupier in the premises** | **Single** ◻ **Multiple Occupiers** Ö |
| **If there is more than one occupier, have you discussed the fire safety arrangements for the building together?** | **Yes** Ö **No** ◻ |

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| **Date assessment conducted** | **9th Nov 2023** | |
| **Name and details of person conducting assessment** | **David Michael** |  |
| **Review date for assessment** | **Nov 2025** |  |

**2 Fire Safety Policy Statement**

**Statement:**

***‘It is the policy of Springhill Cohousing Community to protect all persons including residents, employees, visitors, contractors and members of the public from potential injury and damage to their health.***

**Signed: ……D Michael…… Date: 9th Nov 2023**

**(Print name) …David Michael……………………………………………**

**3 General Description Of The Premises**

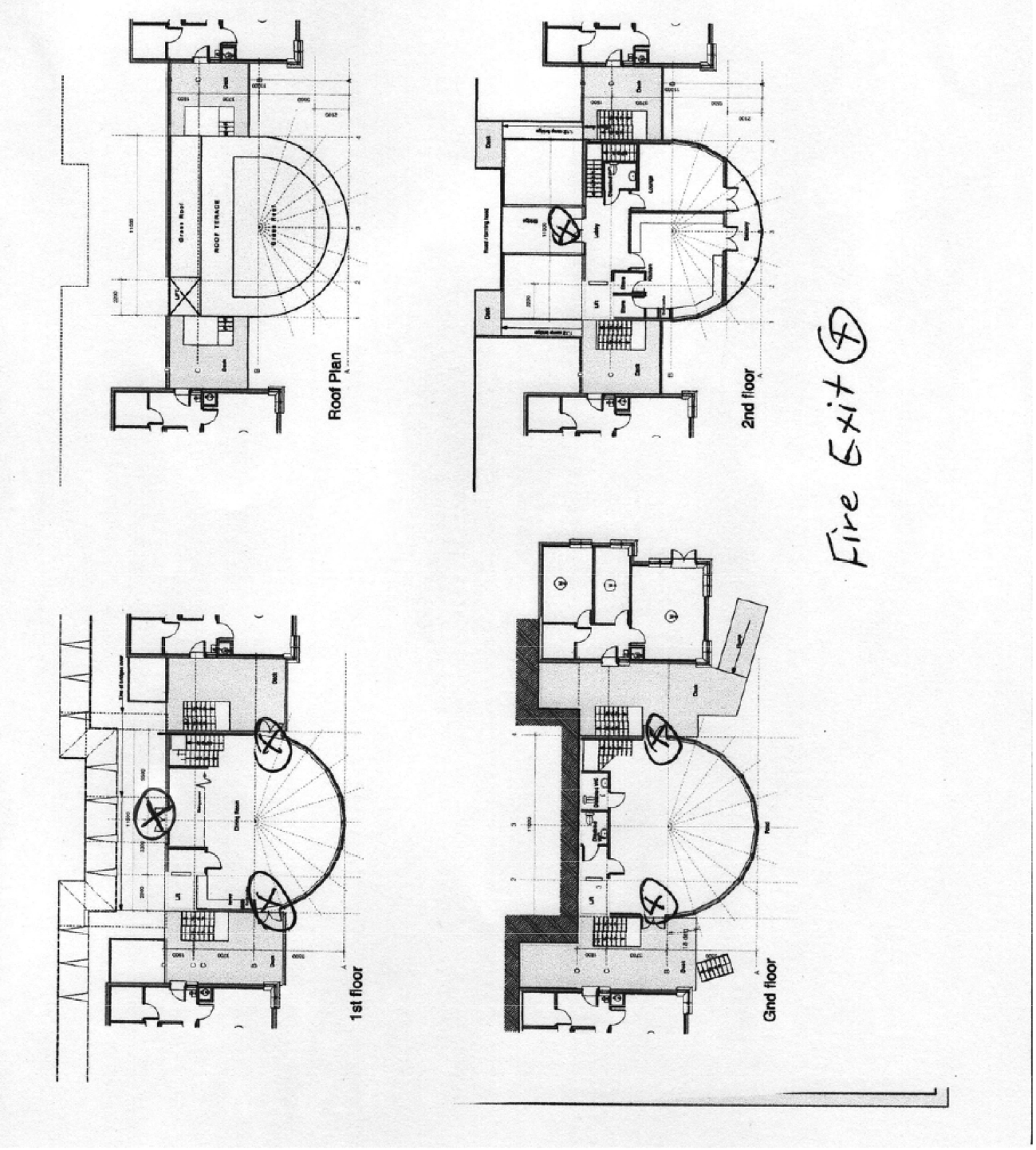
Give a general description of the premises and the use to which it is put.

Hours of the day and days of the week the premises is used.

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| Total number of persons present in the premises at any one time  Between 40 and 150, average around 70. About 90 residents. |
| Number of dwellings: 34 plus a work studio plus a Communal building (common house) |
| Size of the premises in square feet: 33,000 sq ft plus 3,000 sq ft common house |
| Number of floors  Houses: 2 ( some have 3 floors)  Flats: 4  Common House: 3 |
|  |
| How many floors do you occupy?  All of them |
| Construction of building e.g. brick built, tiled pitch roof  Timber frame, Heraclif clad with timber and render over. Concrete tiled roof and PV panels and solar thermal. |

**4 Plan Drawing**

**A plan could be drawn and/or a description of the premises to show the layout of the building and the location of any general fire precautions and fire exits.**



**5 Identify Fire Hazards**

**Sources of Ignition**

Electrical equipment and installations, naked flame, work processes

Kitchen, barbecues, bonfires.  
Photovoltaic BP roof panels.

**Sources of Fuel**

Combustibles, cardboard, furnishings, wall coverings, highly flammable/dangerous substances

Cardboard boxes, furniture, paint, cooking oil in kitchen

**Work Processes**

Hot work, welding, soldering, chemical processes, cooking

N/A

**Structural features that could promote the spread of fire**

Voids and cavities in roof spaces and wall cavities

Lift shaft in common house is not protected and no double doors.

Sometimes fire doors are propped open although we have a clear and well-communicated policy not to do this. Generally this is when people are actually in the building in warm weather, rather than when the building/room is empty.

Timber clad and framed houses as described in section 3

**6 Control Measures**

**What control measures are in to place to reduce the likelihood of a fire and to reduce the spread of fire?**

**E.g. reduce amount of cardboard stored in premises, separate combustible materials from ignition sources, change work processes for safer ways of working, look at installing cavity barriers and fire doors**

**Lids on boxes of stored paper for recycling**

**Cardboard to be flat packed  
PV panels were all replaced with new ones during 2022.**

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**Are any additional measures considered necessary?**

**Other: will be noted from time to time.**

**7 Identify People at Risk**

**Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place**

**Children, people with relevant learning disabilities**

**Older people.**

**Parent to be responsible and know where their children at all times.**

**To be aware of whereabouts and safety of people with relevant physical disabilities and relevant learning disabilities.**

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| **8 Fire fighting and Fire Detection** | |  |
|  | **What are your current**  **arrangements?** | **Actions Required** |
| What fire fighting equipment do you have in place and is it sufficient and located correctly? | Fire extinguishers on each floor of the C/H. Plus a fire hydrant hose for house fires. | Annual inspection by Stroud Alarms |
| What measures do you have in place to ensure sufficient staff are trained in use of fire fighting equipment? | Some people have experience | Training needed |
| What are the measures you have in place for giving warning, including the use of automatic fire detection systems? | Not very clear at present. Use of bell and shouting and break glass.  Auto-detection system in C/H | Need formal fire evacuation procedure  Nicky/ David |
| What signage do you have in place for the fire/detection system? | Appropriate signage | Checked annually |
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| What measures are in place to ensure the fire routine notices are clearly displayed throughout the premises? | Stroud Alarms check | Notices to go up as above |

**9 Emergency Routes and Exits**

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|  | **What are your current arrangements?** | **Action Required** |
| What measures are in place to ensure that everyone can safely escape from the premises? | Sufficient fire escape routes and well signed | Signs could be improved |
| What measures are in place to ensure that all the exit routes and exits are signed and clear of obstructions? | Checked regularly for obstructions and tripping hazards.  Part of Locking up rota.  Lease states that no belongings to be left in common areas. | Continue frequent checks  To be included in locking up duties –  Nicky/ Jane  cars parked can restrict gathering space in carpark. |
| What measures are in place to ensure that all exit routes are illuminated? | Bi annual checks and bi-annual safety checks. | Some bulbs need replacing.  Need new emergency lights in stairwell. |
| What measures are in place to ensure that all residents have been trained in evacuation procedures? | Follow Evacuation procedure below | Need to discuss at residents meeting to make all aware and have practice. |

Please refer to the Department for Communities and Local Government Fire Safety Guides which can be found on the following website [www.communities.gov.uk](http://www.communities.gov.uk/) and are free to download in PDF format. Hard copies of the guides can be purchased.

**10 Method for Calling the Fire Service**

**Name or role of the person responsible for contacting the fire service in the event of a fire or emergency**

**Any person who notices the fire will call 999 and alert others.**

**11 Actions to be taken in the event of a fire or emergency**

**Raising the alarm, evacuation procedures, shutdown procedures, contacting fire service etc.**

Use bell, break glass in Common House and shouting.

**On noticing a fire**

1. **Try to extinguish it, only if confident and familiar with equipment**
2. **Alert others using the bell, break glass and shouting, call 999 and ring bell**
3. **Evacuate the building and adjacent buildings – gather in the carpark and wait for firebrigade. Or Park Gardens if safer.**
4. **Ensure as far as possible that all occupants nearby evacuate**

**Other actions if confident**

1. **Turn off gas at meters for appropriate property.**
2. **Turn off electricity at isolator outside.**
3. **Turn off water, if risk of flooding at street stop valve**

**Lift**

**Use Emergency Lift door opening procedure – trained people are Lee, David, Nicky**

**12 Training**

**Details of training given which should take into account the actions identified in your emergency plan. Training should be given to all residents including temporary and visitors.**

**Encourage people to be familiar with Emergency Procedure and immediate evacuation.**

**Training to be given on use of extinguishers and fire blanket - David M**

**More residents trained on lift emergency door opening**

**13 Arson Policy**

**What arrangements do you have in place to reduce the risk from arson?**

**Regular Inspections**

**Do you have regular waste removal; do you secure your premises when empty?**

**General awareness and questioning of strangers on site**

**Regular checking for fire hazards eg brush wood or kindling or un-boxed paper**

**Removal of fast ignition hazards**

**14 Risk Reduction Plan**

**What do you need to do next to make sure that you are compliant with the Regulatory Reform (Fire Safety) Order 2005 and when you will complete them?**

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| **Action Required – Copied from above sections** | **Priority**  **Low/Med/High** | **Actioned By** | **Date** |
| Fix emergency lighting kitchen x 2 and west outside stairs | med | David/ Stroud Alarms | 2025 |
| Alert home owners re. specific fire hazards | med | Nicky | 2025 |
| Bells or sounder on middle floor and ground floor, new hand bell in laundry | Med | Nicky | 2025 |
| Internal bulbs on fire exit signs | Med | David/Stroud Alarms | 2025 |
| Send out Fire Procedure (as above) | Med | David | 2025 |
| Training on Fire extinguishers and fire blanket | low | David | Ongoing |
| Training on manual lift evacuation | low | David / Lee | Ongoing |
| On-going checking of L2 fire detection system | low | Stroud Alarms/David | Annual and via app |
| Alert residents to not use stones on fire doors to prop open. | low | Malcolm |  |
| Advice and remedial work to PV panels | High | All residents with PV | Completed 2022 |
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**15 Additional Notes or Information**

**A number of Hazards were noted at the time of the inspection. The appropriate householder was asked to remedy. They have now been remedied. Here is a short list of some of the hazards.**

**Lid on paper recycling box.**

**Swing obstructing exit**

**Flower pots need**

**Brush wood**

**Bike by front door – could fall over.**

**A few loose articles partially blocking exit.**

**ladder on the stairs.**

**Workshop – unlocked flammables etc.**

**Emergency lighting noted above.**

**Carports containing semi-flammables.**

**PV panels - urgent remedial work - completed 2022**

**16 Smoke and heat alarm inspection in each dwelling**

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| **House/Flat** | **Heat?** | **Optical?** | **Ionization?** | **Smoke test?** | **Push test?** | **All sound?** |
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| **House/Flat** | **Heat?** | **Optical?** | **Ionization?** | **Smoke test?** | **Push test?** | **All sound?** |
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