



Llyfrgell Maindee Library +

FIRE RISK ASSESSMENT

February 2018

FIRE RISK ASSESSMENT

1. Introduction

- 1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises, such as Llyfrgell Maindee Library.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is David Moses, Chairman of Maindee Unlimited Trustees. David will, from time to time, appoint one or more 'competent' persons to undertake the risk assessment. This assessment (January 2017) has been carried out by John Hallam, MU Programme Manager, who has over ten years experience of fire risk assessing for community-run premises.
- 1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:
 - 1 – Identify fire hazards
 - 2 – Identify people at risk
 - 3 – Evaluate, remove, reduce and protect from risk
 - 4 – Record, plan, inform, instruct and train
 - 5 – Review
- 1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the planned refurbished library premises, namely:
 1. Foyer
 2. Main library room

3. Kitchen
4. Accessible wc cubicle
5. Standard wc cubicle
6. Small room

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.

1.7 The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

2. Fire Hazards: Sources of Ignition, Fuel and Oxygen

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen eg cooker, oven, microwave, fridges, together with any audio-visual equipment and IT equipment that may be used from time to time in the main room and small meeting room. A new combi-gas boiler will be installed.

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all areas.

2.3 The principal sources of fuel are paper stationary items and books associated with the library function and waste paper and cardboard accumulated in waste bins and recycling containers.

2.4 Elsewhere, the main sources of fuel are any wooden items of furniture.

2.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow will be supplemented by a mechanical venting system serving the kitchen and two w.c. cubicles.

3. People at Risk

3.1 People who use the library and may be at risk if there is a fire include:

- Visitors and library users unfamiliar with the layout
- Library volunteers and staff
- Hirers, contractors and who are unfamiliar with the building layout
- Children
- Older people
- People with disabilities (mobility, sensory or cognitive)

4. Evaluate, remove, reduce and protect from risk

The risk of fire occurring

4.1 It is considered that the risk of fire occurring is relatively low. The main risk from sources of ignition from electrical equipment located in the kitchen. Combustible materials will be kept away from these sources. All the equipment and boilers are regularly serviced and maintained in a good state of repair.

4.2 Elsewhere, electric sockets and lighting are well maintained. When other electrical equipment is being installed, for example when productions are being staged, a competent electrician will be available to ensure their safe installation and operation.

The risk to people

4.3 The premises are at ground floor level and all rooms open to the two escape routes available to the front and rear of the premises. Egress to street level from the front exit (marked as "A") is via a compliant concrete ramp.

Removal/reduction of the hazards

4.4 The identified potential hazards comprise the range of electrical equipment contained in the kitchen and main library room. These are an essential part of the facilities available to the users of the premises. Removal would not be in the best interests of the users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.

4.5 Similarly, the gas boiler is essential for the comfort and well-being of users. Hazards are minimised through regular servicing. The boiler meets the latest safety

requirements.

- 4.6 The library operates a No Smoking policy in all areas of the building.
- 4.7 Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept away from potential hazards. Similarly, mats and various equipment used by local groups are kept secure within cupboards where potential fire risks are very low.

Removal/reduction of the risks to people

- 4.8 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
- 4.9 A fire alarm system is in place incorporating alarm bells and manually operated 'break glass' points located (i) by the rear fire exit, (ii) by the exit from the main library room into the lobby and (iii) in the kitchen.
- 4.10 Fire extinguishers for particular types of fire are situated in the main library room, kitchen and small room. These are regularly inspected. A fire blanket is located in the kitchen.
- 4.11 There are two main escape routes available at ground floor level and are readily accessible from all parts of the building. Both are independent of each other with emergency escape lighting, which is being installed in early 2018. The two escape routes are (i) via the main entrance onto Chepstow Road and (ii) via an external fire door off the main library room into the Maindee Police Station car park at the rear of the library building.
- 4.12 Escape routes are all unencumbered. The outer door leading onto Chepstow Road opens inwards so will be secured open on a fixed stay provided during times when the building is in use. Both escape routes lead to areas that provide open space for safe and easy clearance of the library.
- 4.13 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building. Fire exit signs are included on emergency lighting panels as detailed on the accompanying diagram.
- 4.14 Notices indicating the location of fire doors and extinguishers are situated in a variety of

positions around the building. Each fire extinguisher has operating instructions clearly displayed.

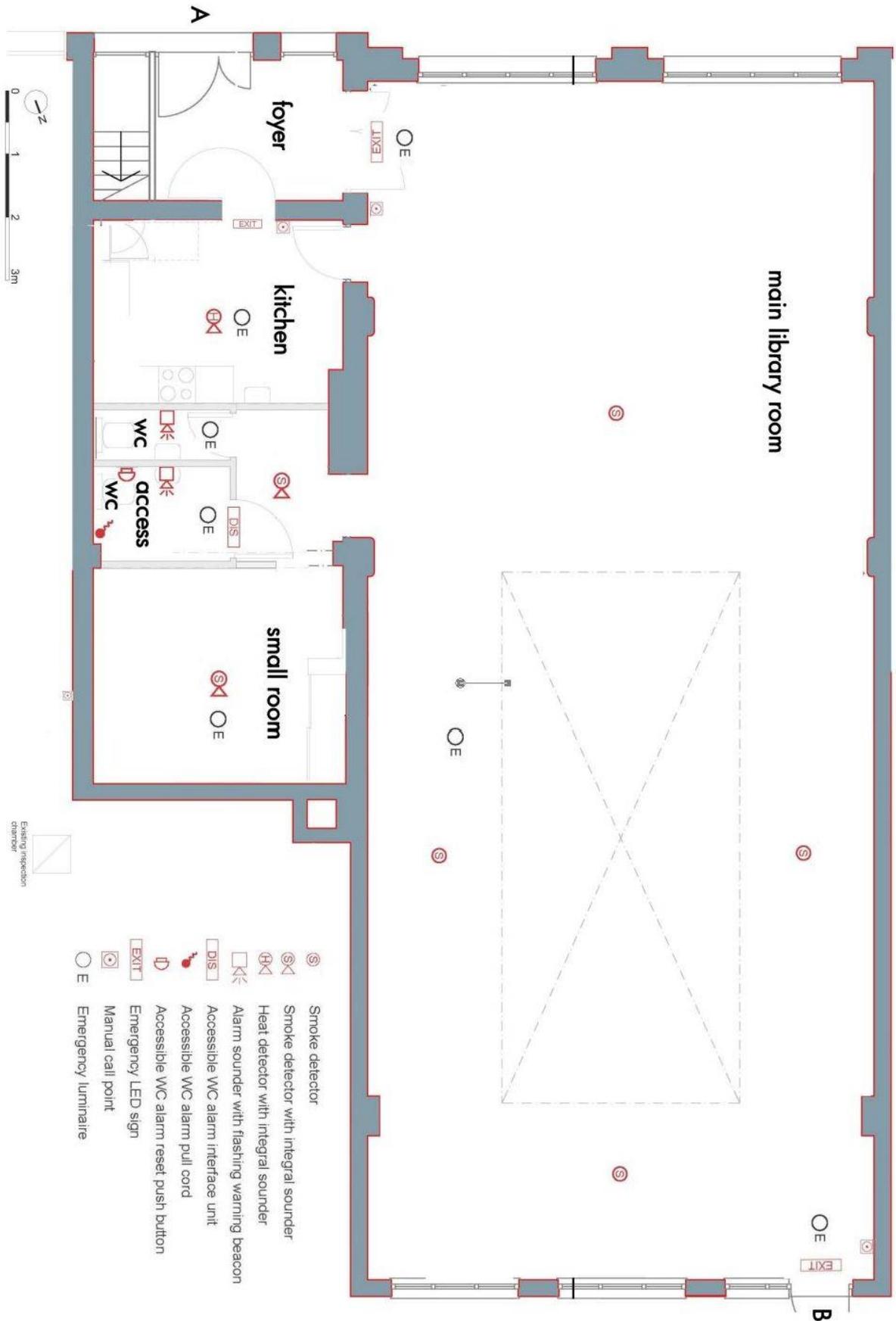
Installation, testing and maintenance

- 4.15 All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.
- 4.16 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, dishwasher, safety torch, water boiler and the fire alarm.
- 4.17 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The gas boilers are serviced on an annual basis.

Conditions of Hire

- 4.18 The conditions of hire of the premises state that fire and other exits must not be obstructed. The conditions of hire can be downloaded here:
<http://www.maindee.org/uploads/unlimited/Llyrgell%20Maindee%20Library%20-%20Room%20Hire%20Terms.pdf>
- 4.19 For theatrical and entertainment events particular health and safety procedures may apply and an appointed person will be responsible for fire safety and emergency evacuation.

4.20 Diagram showing layout of premises and alarm points:



5. Record, Plan, Inform, Instruct and Train

Significant findings and action taken

- 5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

Emergency plan

- 5.2 The library has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.
- 5.3 The library operates particular health and safety procedures for theatrical and entertainment events covering the appointment of a health and safety officer, preparation for public entry to the event, emergency procedure, performance restrictions, no smoking and notification to the public.

Information and instruction

- 5.4 Copies of the Conditions of Hire and the conditions are provided to hirers who are required to accept and adhere to them.
- 5.5 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the library.
- 5.6 Fire safety advice is given to library contractors.

6. Review

- 6.1 This fire risk assessment has been carried out for the library based on renovation building plans due for completion in Spring 2018. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and	Escape routes	Emergency lighting, signs and notices
1.Foyer	Electric lighting	None	Via main door.	None
2. Main Library Room	Electric sockets and lighting. IT equipment. catering equipment, books and stationary. upholstered seating and curtains. Gas meter in cupboard.	Fire alarm points. 2 x water extinguishers. 1 x CO2 extinguisher	Via rear fire door to police carpark. Via main entrance to Chepstow Road.	Emergency lighting above fire door to rear and door to foyer. (3 units) Two No Smoking signs. Location of fire doors and extinguishers signs.
3. Kitchen	Electric cooker and power supply. Electric sockets and lighting. Dishwasher. Kettles. Microwave. Fridge. Central heating programmer. Electric oven and power supply.	Fire blanket. CO2 extinguisher. Water Extinguisher Fire door to foyer. Heat detector with integrated sounder	Via fire door to foyer / main entrance	Emergency lighting above fire door No Smoking sign. 'Turn off' sign on cooker box. Location of fire doors and extinguishers signs.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
4. Accessible WC.	Electric lighting.	Alarm sounder with flashing beacon. Alarm pull cord, reset button and interface unit.	Via rear fire door to police car park. Via main entrance to Chepstow Road.	Emergency lighting
5. Standard WC	Electric lighting.	Alarm sounder with flashing beacon.	Via rear fire door to police car park. Via main entrance to Chepstow Road.	Emergency lighting
6. Small meeting room	Electric sockets and lighting. Curtains.	Smoke detector with integrated sounder Fire door to main room	Via short corridor into main room and via rear fire door to police car park. Via main entrance to Chepstow Road..	No Smoking sign. Location of fire doors and extinguishers sign. Emergency lighting.