

Fire Risk Assessment

Whitemoor Lakes, WS13 8QT - Introduction	
Nature of Use	<p>Whitemoor Lakes is a Residential Activity and Conference Centre used principally by Schools and Youth Organisations but with facilities for Adult, Family and Disabled groups.</p> <p>The centre users come as pre-booked and organised groups with their own designated leaders and responsible persons.</p> <p>The centre operates for 7 days each week throughout the year.</p> <p>One half of an accommodation wing is used to house up to a maximum of 12 residential Centre staff in twin rooms.</p>
Facilities	<p>Whitemoor Lakes Centre occupies a 25-acre site in Staffordshire adjacent to the A513.</p> <p>The buildings were completed in September 2011 and consist of 6 accommodation units linked by enclosed walkways and corridors. All accommodation used by centre users is within this complex.</p> <p>The centre is designed for use by up to 319 residential guests but in certain circumstance this can be raised to 389, the largest meeting room can seat 400 when required.</p> <p>The guest accommodation consists of 70 en-suite bedrooms, most of which have 4 beds but some have 2, 3, 5, 6 or 8 beds.</p> <p>All of the buildings are single-storey.</p> <p>Within the guest accommodation are 11 rooms equipped for use by people with disabilities and all communal facilities are accessible to wheelchair users.</p> <p>All buildings are constructed with a timber frame and external cladding and meet the requirements of current building regulations. Internal walls are either clad with timber or plasterboard.</p> <p>Activities Hub – opened in 2016, is a timber frame 2 storey building. Although it is not connected directly (physically) to the main building, the Activities Hub fire alarm system is linked with the main fire detection and warning system. The building meets all the requirements of current building regulations. The building is not a sleeping accommodation and consists only of Offices for Activities Staff, Meeting rooms, Bathrooms and Drying rooms.</p>
Management	<p>Whitemoor Lakes is owned by The Northamptonshire Association of Youth Clubs (a registered charity) and operated as a part of Action Centres UK Ltd through their Chief Executive and Headquarters offices in Northampton.</p> <p>On-site operation is in the hands of the Head of Centre, General Manager and four heads of department.</p>
General Fire Precautions (GFP)	<p>1) All residential buildings and the main facilities complex are covered by an automatic fire detection and warning system compliant with BS 5839 Part 1 2002 Category L2.</p>

	<p>2) All buildings are equipped with emergency lighting which is regularly tested and serviced to BS5266.</p> <p>3) Fire Extinguishers and Fire Blankets are installed in all areas and regularly inspected to BS5306 Part 3.</p> <p>4) Fire compartmentation and fire separation to inhibit rapid fire spread within the building. Where appropriate ceiling/roof void spaces have fire walls installed. All internal doors in the main complex are fire rated and there is a system of fire doors in between areas to prevent the spread of fire. Magnetic release devices installed on some doors where it is not practicable to have them permanently closed. The devices are linked to the fire alarm system and will close the doors when the fire alarm system is activated. Where it is not practicable to install the magnetic release devices (e.g. kitchen/wash-up area) the staff are instructed to immediately close the wedged open doors on hearing the fire alarm. Intumescent strips and smoke seals fitted on most fire doors for preventing the spread of fire and smoke.</p> <p>5) Escape routes are protected by a permanent fire separation and fire doors. Good housekeeping is required from everybody on site (guests and staff) – escape routes must be kept available and unobstructed. Emergency exits are inspected monthly for their functionality (good working order).</p> <p>6) Fixed electrical installations are subject to periodic testing and certification in accordance of the relevant legislation. There is a program for regular testing of portable appliances (PAT testing) owned by the Centre.</p> <p>7) There is a little control over the condition of electrical equipment that guests bring with them, however there are rules about the use of electrical equipment and a list of approved (mobile phone/computer charger, hair straighteners, hair dryer) and forbidden electrical devices (portable heater, toaster, portable cooker etc.) displayed in the lodges.</p> <p>8) The building and people are protected by the installed Overload Circuit Breakers and Residual Current Devices.</p> <p>9) Kitchen equipment and appliances are subject to a maintenance contract and inspection and safety checks are carried out weekly by centre staff and twice-yearly by approved contractors.</p> <p>10) Kitchen extract ductwork is inspected and cleaned annually to TR19 standard by a specialist contractor.</p> <p>11) Smoking is not permitted in any buildings or in the grounds with the exception of designated areas provided with bins for the safe disposal of smoking waste. Naked flames are not permitted in any buildings.</p> <p>12) Fire safety signs conforming to BS 5499: Part 4 2000 are displayed across the site as required by the relevant legislation.</p> <p>13) Boiler rooms contain commercial gas or electric boilers. Every boiler room is 60 min fire resisting construction with 60 min fire resisting door and heat detector linked to the main fire detection and warning system. Passive ventilation/vents are installed in every gas boiler room to prevent incidental gas accumulation. Where ventilation is required for the appliance, it is regularly visually checked by the Estates Team to ensure that it is not blocked. In addition, the ventilation is also thoroughly checked by an external gas boiler specialist contractor during the scheduled bi annual gas boiler inspection. Boiler rooms are clear of combustible materials at all times. Access to the boiler rooms is restricted to authorised personnel only. Manual gas shut of valve is installed on outside wall of each boiler room for emergency situations to stop the gas supply to the boiler room.</p>
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Staff Training	<p>All staff are aware of the procedure in the event of a fire or when the alarm sounds. This includes the priority of personal safety as well as the responsibility to assist centre users and enable the safe evacuation of buildings whenever possible.</p> <p>All staff are trained in fire prevention and working practices to lower the risk of fire breaking out (such as keeping combustible materials away from sources of ignition).</p> <p>A number of staff are trained as Fire Marshalls and are able to operate the emergency procedure when required.</p>
Emergency Plan	<p>All Centre Users are briefed, on arrival, with the procedure in the event of a fire or when the fire alarm sounds.</p> <p>Children and Young people are given a walk-round tour of the site that includes the Fire Assembly Point. Adult groups are informed through a “welcome” talk and there are signs to the assembly point</p> <p>When the fire alarm sounds a procedure is triggered to assemble Staff and Centre Users, check names against lists, access alarm panels, trace the source of the alarm and act accordingly.</p>

Fire Risk Assessment

Whitemoor Lakes - General						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Andrew Damant		Review: 17/08/2018
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Fire caused by smoking	All	2	2	4	Low	No smoking in the buildings, only in designated areas outside, Fire detection system (will notice the cigarette smoke).
Fire caused by hot work	All	2	3	6	Medium	Permit to work system in place, contractors monitored by Centre staff.
Arson	All	2	5	10	Medium	Fire retardant equipment, Fire detection system, Trained staff to respond fast to fire emergency situations, good housekeeping – indoor waste bins emptied regularly, outdoor bins and skips located away from the buildings and emptied regularly by a specialist contractor.
Fire spread	All	2	4	8	Medium	General Fire Precautions 1, 3, 4.
Failure of alarm system	All	2	4	8	Medium	Fire alarm system maintained regularly, and tested weekly.
Failure of Fire extinguishers	All	2	3	6	Medium	Maintained and tested regularly.
Failure of Emergency lights	All	2	3	6	Medium	Maintained and tested regularly.
Difficulty in following escape routes after dark	Guests	2	4	8	Medium	Key routes permanently illuminated.

Fire Risk Assessment

Whitemoor Lakes – Kitchen & Dining Room						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Fire caused by cooking with Gas	Staff	2	4	8	Medium	Gas shut off valve, fire alarm shuts off Gas automatically, provision of fire extinguishers, restricted use to trained kitchen staff only.
Fire in duct work	Staff	1	3	3	Low	General Fire Precaution 10.
Fire caused by equipment failure	Staff	2	3	6	Medium	All Electrical/Gas equipment serviced annually/quarterly.
Fire caused by deep fat fryers	Staff	2	4	8	Medium	Auto cut off, isolation switches (all gas equip), provision of fire extinguishers and fire blanket.
Fire caused by electrical leads (Melting)	Staff	2	2	4	Low	Routed from ceiling, take care to ensure they are inspected weekly. Fire detection system in roof space to provide early warning in the event of fire.
Fire spread	Staff	2	5	10	Medium	General Fire Precautions 1, 3, 4. Gas shut off valve on exit.
Fire in boiler room	Staff	2	2	4	Low	General Fire Precautions 13.
Fire caused by toasters	Staff	2	2	4	Low	Metal backing plate, supervision when in use, fire blanket.
Fire caused by hot server	Staff	1	2	2	Low	Kept on hard floor, supervision when in use.

Fire Risk Assessment

Whitemoor Lakes – Public Areas (Reception Lounge, Darby Hall, Gilmour Hall, Link Corridors, Alder, Beech, Rowan, Sycamore)						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Fire in Store Cupboards	Staff	2	2	4	Low	Combustible materials present but light is the only source of ignition, access restricted to staff only.
Fire caused by electrical equipment	All	2	2	4	Low	PAT testing, visual inspection procedures, fixed electrical installation testing, Overload Circuit Breakers, public areas frequently monitored by Centre staff.
Fire caused by heaters	All	2	2	4	Low	Planned preventive maintenance, Overload Circuit Breakers, public areas frequently monitored by Centre staff.
Fire spread	All	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Inability to escape	All	1	5	5	Low	General Fire Precautions 2, 4, 5, briefing on arrival, signs.
Inability to escape	Disabled guests	1	5	5	Low	General Fire Precautions 2, 4, 5, briefing on arrival, signs, easy access/egress, booking conditions request a personal assistant to be available during the stay.

Fire Risk Assessment

Whitemoor Lakes – Guest Accommodation (Buttermere, Chasewater, Coniston, Derwent, Grasmere, Ullswater, Windermere)						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Fire in laundry room	Guests	2	3	6	Medium	General Fire Precautions 6, 8.
Fire in boiler rooms	Guests	2	2	4	Low	General Fire Precautions 13.
Fire in guest kitchens	Guests	2	3	6	Medium	Kettle, Fridge and Microwave only items provided (PAT tested).
Fire caused by guests personal electrical equipment	Guests	2	3	6	Medium	General Fire Precautions 7, 8.
Spread of fire in the rooms	Guests	2	2	4	Low	General Fire Precautions 1, 3, 4. Some fire retardant fabrics and materials.
Spread of fire in the corridors	Guests	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Inability to escape	Guests	1	5	5	Low	General Fire Precautions 2, 4, 5, 12, briefing on arrival.
Inability to escape	Disabled guests	1	5	5	Low	General Fire Precautions 2, 4, 5, 12, Briefing on arrival. Easy access/egress. Booking conditions request a personal assistant to be available during the stay. On arrival Fire evacuation officer for the lodge to be appointed by the group leader and added on the accommodation/lodge list.

Fire Risk Assessment

Whitemoor Lakes – Staff On-Site Accommodation (Kielder)						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Fire in laundry room	All	2	3	6	Medium	General Fire Precautions 6, 8.
Fire in boiler rooms	All	2	2	4	Low	General Fire Precautions 13.
Fire in staff kitchenette	All	2	3	6	Medium	Kettle, Fridge and Microwave only items provided (PAT tested). No cooking allowed.
Fire caused by guests personal electrical equipment	Guests	2	3	6	Medium	General Fire Precautions 7, 8.
Spread of fire in the rooms	Guests	2	2	4	Low	General Fire Precautions 1, 3, 4. Some fire retardant fabrics and materials. No Naked flames.
Spread of fire in the corridors	Guests	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Inability to escape	Guests	1	5	5	Low	General Fire Precautions 2, 4, 5, 12, briefing on arrival.
Inability to escape	Disabled	1	5	5	Low	General Fire Precautions 2, 4, 5, 12.

Fire Risk Assessment

Whitemoor Lakes – Offices (Reception, Admin Offices, Activities Office)						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Combustible material	Staff	2	3	6	Medium	Unnecessary materials removed, materials stored properly and away from ignition sources to reduce the risk.
Fire caused by electrical appliance	Staff	2	3	6	Medium	PAT testing, visual inspection procedures, fixed electrical installation testing, Overload Circuit Breakers.
Fire spread	Staff	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Inability to escape	Staff	2	3	6	Medium	Escape routes and Fire exits kept clear, Emergency lighting, Fire safety signage, Fire evacuation procedure in place, trained Fire Wardens to assist during fire evacuation.

Fire Risk Assessment

Whitemoor Lakes - Main Electrical Incomer/Switch Room						
Date of original assessment: 17 th August 2011		Assessor: Graham Hughes / Otto Tomanek		Reviewer: Otto Tomanek / Matthew Whittaker		Review: 28th August 2017
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Combustible material	All	2	4	8	Medium	No storage in switchgear area.
Fire caused by electrical unit	All	2	3	6	Medium	Planned preventive maintenance, Fixed electrical installations testing as per regulations.
Fire spread	All	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Whitemoor Lakes - Sports Hall (Storage Area)						
Combustible Material	Staff	2	4	8	Medium	Unnecessary materials removed, materials stored properly and away from ignition sources to reduce the risk.
Fire caused by electrical unit	Staff	2	3	6	Medium	Planned preventive maintenance, Fixed electrical installations testing as per regulations.
Spread of Fire	Staff	2	3	6	Medium	General Fire Precautions 1, 3, 4.
Inability to escape	Staff	2	3	6	Medium	Escape routes and Fire exits kept clear at all times, Emergency lighting, Fire safety signage, Fire evacuation procedure in place, trained Fire Wardens to assist during fire evacuation. The only escape route from the top floor storage area is via a wooden staircase. Storage area accessible to authorised staff only.

Fire Risk Assessment

Whitemoor Lakes – Activities Hub (Contains Offices for Activities Staff, Guests Meeting Rooms, Bathrooms, Drying Rooms, Storage Rooms)						
Date of original assessment: 14 th August 2017		Assessor: Otto Tomanek / Matthew Whittaker		Reviewer:		Review:
Nature of hazard How a fire could start / what could burn etc.	Persons/property at risk	Risk analysis				Comments Control measures in place to limit level of risk
		Likelihood	Severity	Risk rating	Level of risk	
Arson	All	2	5	10	Medium	Fire retardant equipment, Fire detection system, Trained staff to respond fast to fire emergency situations, Good housekeeping – indoor waste bins emptied regularly, outdoor bins and skips located away from the buildings and emptied regularly by a specialist contractor.
Combustible material	All	2	4	8	Medium	Unnecessary materials removed, materials stored properly and away from sources of ignition to reduce the risk.
Fire caused by electricity	All	2	4	8	Medium	General Fire Precautions 6, 7, 8.
Fire caused by portable electric heaters	All	2	4	8	Medium	Portable electric heaters used only by trained staff during cold weather (in non-sleeping accommodation). Safer oil-filled electric heaters to be used. Staff trained never to cover any electric heater and never to keep close to combustible material. PAT tested regularly by a competent person.
Fire in boiler room	All	2	2	4	Low	General Fire Precautions 13.
Spread of fire	All	2	3	6	Medium	General Fire Precautions 1, 3, 4
Inability to escape	All	2	3	6	Medium	Escape routes and Fire exits kept clear at all times, Emergency lighting, Fire safety signage. The only escape route from the first floor is via a wooden staircase (partially fire protected from the bottom by plaster boards which provide some fire resistance). No combustible materials to be stored

under the staircase.