



**Kandu Arts for Sustainable Development Ltd Kandu Arts
Community Projects CIC**

19A & B The Bridge, Chippenham, Wiltshire, SN15 1HA

**FIRE RISK ASSESSMENT &
FIRE SAFETY POLICY**

1. Fire Hazards

It has been identified that the main fire hazards in the building are:

- Possible sparks from electrical equipment such as the computers/charging cables and music equipment
- Vaping/smoking products
- Accidental /hazardous coverage of the wall storage heaters vents or portable heaters.
- Kitchen/cooking areas

It has been identified that the items that have a potential to burn are:

- Recycling & paper waste
- Office soft furnishings and chairs

2. Evaluation of building and actions to reduce the risk of fire

Having assessed the risks of fire in our workplace, we have also considered:

- That no sources of fuel are kept on the premises and therefore possible heat and sparks from electrical sources will not ignite anything highly flammable.
- Without the presence of fuels, there is nothing that an arsonist could use to deliberately start a fire.
- To protect the premises and those who use them fire extinguishers are installed that are mounted to the wall of each room. This avoids anyone removing/moving the firefighting equipment to an unfamiliar location.
- We use power surge sockets for the electrical points.
- Doorways, exits and stairwells are always kept free from clutter.
- Anyone under the age of 18 will be supervised while in the building and will not use the kitchens without adult supervision.

- The building operates a 'No Smoking Policy' (although we are aware that people who visit the building may smoke outside and be in possession of a personal lighter or vaping equipment. For any young people in the building, it is policy to hand in items of this nature which are securely locked away for the duration of their time at Kandu.
- The amount of electrical equipment we use on the premises has increased. These are all PAT tested, last carried out on 19th October 2023 (next test due October 2024)

Responsible Individuals: Ed Deedigan & Donna Lee

Fire Warden: John Savage (Samantha Coleman ref equipment and servicing)

Fire Marshal: Kate Stewart (but will support Fire Marshal Role where required)

See Appendix 1 for role of the Marshal/Warden

3. In the event of a fire, workers are aware:

Individuals must inform the lead worker (fire marshal/fire warden)

Collectively they must take responsibility for ensuring the group is safely evacuated, following through the evacuation procedure (detailed on the entrance/exit doors of 19A and 198 offices) to the Fire Assembly point outside PSP Insurance Offices opposite Kandu.

Kandu Arts For Sustainable Development Ltd

Company No. 05610090

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Company no: 10469120

The Fire Marshall or Fire Warden must raise the alarm by notifying the fire service before taking any action to combat the fire themselves if appropriate i.e. the fire is small enough to be dealt with using the equipment provided.

If safe to do so, the fire warden or marshal will raise the alarm with other parts of the building occupied by the flat upstairs and restaurant downstairs if deemed at risk/ necessary. However, a communal integrated building fire alarm is in place situated at the entrance on the staircase and this should sound, alerting the whole building.

Delayed evacuation is only foreseeable where an individual (due to medical or disability) needs assistance with their evacuation. Such persons may need to remain within their rooms, if possible, whilst the fire is dealt with, and the danger has passed.

It is important for everyone to remain calm and to not run in the building.

Additional equipment - the kitchen in 19A is equipped with a fire blanket.

Escape routes:

All workers, young people and visitors should note/be informed of the escape route and/or pointed to the notification on doors (i.e. fire exit and emergency procedure notices).

If the outbreak of fire is in the entrance/exit itself, workers are to close doors to the fire and open a window within the office to alert people on the street below (mindful of the drop). The ledge along the windows will ensure fire officers can get to the office from the street.

The safety equipment is in full working order, installed by a fire protection company in 2012. They are inspected and maintained on an annual basis.

4. Record, Plan & Train

Everyone has a good understanding of what is required of them in case of fire from inductions and on-going reminders of their responsibilities as adults on the premises.

Ed Deedigan (Director) and Donna Lee (Project manager & Director) are responsible for the fire prevention measures as well as informing all project workers of the requirements to include a collective responsibility to inform visitors, young people and professionals who enter the premises. However, as the building is a rented space, the letting agents Woolley & Wallis, also have a duty to ensure that the building itself, and in particular any communal space such as the stairways/communal spaces, complies with fire standards. This is an ongoing process, and the fire officer makes regular checks for improvements of this listed building as and when on instruction from the landlords (please see additional FIRE RISK ASSESSMENT of these communal areas by Woolley & Wallis to be read in conjunction with this risk assessment).

Fire safety training will be recommended for key members of staff/management team

5. Review

This assessment will be reviewed every 12 months.

Next review: Recommendations for next review: October 2024

To check that all facilitators/ short term staff have had chance to read this risk assessment and ask any questions.

A termly fire test evacuation. This will be reviewed for actions and concerns after each time.

That the fire alarm is tested and recorded as working at least once every week.

Appendix 1

Key Fire Marshal Responsibilities

Under the Regulatory Reform (Fire Safety) Order 2005, the responsible person must appoint a competent person to implement fire safety measures. Most often, this person is designated as the fire marshal.

Acting as the nominated competent person, the fire marshal has the responsibility to:

1. Assess all fire risks.
2. Identify and report any fire hazards.
3. Take appropriate action if a fire breaks out.
4. Administer first aid to any injured persons.
5. Fight fire where necessary and if safe to do so.
6. Enable a safe, efficient evacuation from a burning building.

In general, fire marshal responsibilities can be split into duties that must be performed on a daily basis, and duties that must be carried out in the event of a fire.

The Responsibilities of a Fire Marshal on a daily or weekly basis, as appropriate

During normal day-to-day operations, a fire marshal will usually carry out the following tasks if it applies to the premises:

- Conduct periodic visual fire risk assessments
- Update fire risk assessments and fire protocols if workplace conditions change.
- Ensure all fire evacuation routes are unobstructed.
- Dispose of any materials that pose a fire risk.
- Ensure that all flammable or hazardous materials are stored correctly.
- Ensure that all fire safety signs are visible.
- Ensure that all fire evacuation signs are in working order.
- Make certain that all firefighting equipment is in working order and stored correctly.
- Check that fire detection equipment and fire alarms are in working order.
- Delegate duties to nominated deputies with appropriate training.
- Plan and map fire evacuation routes.
- Establish fire assembly points.
- Organise and conduct fire drills.
- Train new visitors/facilitators on fire safety protocols (see Handbook)
- Recommend refresher training on fire safety protocols.
- Check that all electrical connections comply with fire safety regulations.
- Keep a record of all fire safety activities.

The Responsibilities of a Fire Marshal in an Emergency

When a fire breaks out, it's common for people to panic and forget what they learned in their training. The situation can quickly become chaotic and in the confusion, people can become injured or act in ways that exacerbate the fire – such as opening doors to create a backdraft that stokes flames.

A fire marshal must remain calm and act to ensure others remain calm too. The fire marshal responsibility is to organise the evacuation of the building in a prompt but orderly manner.

If a fire does start in a building, the nominated fire marshal is responsible for:

- Raising the alarm and notifying authorities as soon as a fire is detected.
- Keeping all fire doors and doors to fireproof spaces closed.
- Helping any vulnerable people to evacuate the building safely.
- Performing a roll call and headcount to ensure all personnel are evacuated.
- Coordinating and communicating with emergency responders such as the fire brigade or paramedics.
- Where safe to do so, curbing the spread of the fire, using appropriate firefighting equipment.
- The fire marshal should be the last person to leave the building once all areas have been checked.

The role of the Fire Warden

To support the Fire Marshal as above but in the event of a fire is to go to the meeting point outside the building, take the sign-in register for the day and complete a roll call for all evacuees and prevent access back into the building until fire services have declared it safe to do so.