

UFFINGTON PARISH COUNCIL

FIRE RISK ASSESSMENT – THE OLD SCHOOL ROOM

Fire Risk Assessment (FRA) completed by	S Jenkins
Date of FRA	December 2019
Date for Review	December 2020, or earlier if required

Premises Details

Premises address	The Old School Room, Broad Street, Uffington, Faringdon Oxon SN7 7RA
Owner	Uffington Parish Council
Occupier	Uffington Museum Trustees (UMT)

Responsible person	Chair, Uffington Parish Council, in close coordination with the Chair of UMT and the Curator of Tom Brown's School Museum.
Use & maximum number of persons present	The OSR is let to Uffington Museum Trustees (UMT) and is in use as Tom Brown's School Museum (TBSM). Total footfall throughout the season (see below) is c1,000; there are seldom more than 12 at any one time, and normally fewer. Special arrangements are made for Founders Day in July when all the children of Uffington Primary School visit the TBSM on their way to the annual leavers service in St Mary's Church.
Hours premises are in use	About 2 hours per week for cleaning and maintenance by the Curator and Friends of TBSM. The TBSM is open to the public from 2.00 to 5.00 pm on weekends and bank holidays, from Easter to 31 October. A trained volunteer member of Friends of TBSM is always present when the building is open to the public.
Construction	<p>The building was constructed in 1617 and is Listed Grade 2. (U.I.D. 250780). It is constructed of local chalkstone masonry on a rubblestone plinth, built of sarsen (silicified sandstone) stones at its base. The wall construction above the moulded plinth consists of an outer leaf of ashlar chalkstone, a rubble/mortar core, and an inner leaf of coursed chalkstone; the inner face of the outer leaf is not dressed (i.e. is irregular in form) and consists of varying depths of stone thus creating a bond between the facing ashlar and the core of the wall. The sarsen stones are exposed on the south elevation.</p> <p>The roof is duo-pitched and is covered in graduated stone slates. The roof structure consists of two internal trusses with two sets of purlins per slope, and curved diagonal braces, and common rafters.</p> <p>The building has a simple rectangular plan layout with no original internal walls, and is orientated on east-west alignment with the south elevation overlooking the road. The building is single-storey with a modern timber mezzanine floor at the east end, which is accessed by a timber staircase. The ground floor is concrete and dates to the 1990's when an earlier timber floor structure was removed.</p> <p>The building is built on sloping ground (north-to-south). Part of the north and the east walls are located on the boundary with the garden of Church Cottage. The central / east section of the north wall acts as a retaining wall to the garden of Church Cottage, and there is lean-to garden shed on the east elevation. The internal floor level is approximately 600mm higher than the ground level on the south elevation.</p> <p>An extensive refurbishment of the building was completed in September 2018.</p>
Dimensions	(TBC)
No. of floors in building	One, with partial mezzanine floor
Utilities	There is an electricity supply, but no oil, gas or water (i.e., no toilets or catering facilities).
Details of other premises if part of multi-occupied building	N/A

Name of assessor including contact details	S Jenkins; simon.jenkins@uffington.net
Training & experience or knowledge or other qualities of assessor	Experience, and utilising advice and information from gov.uk:- 1. https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans 2. https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training

Stage 1 – Identify fire hazards

Identify combustible materials

	Yes	No	N/A
Are there highly flammable materials in the OSR?		X	
Are quantities of highly flammable materials allowed to accumulate in the OSR?		X	
Are large quantities of combustible materials displayed/stored in the OSR?		X	
Are any other readily combustible or hazardous materials present in the OSR, and may present a hazard?	X		
<i>If you have answered YES to any of the above please comment:</i>			
Comment. 1) The TBSM collection includes a large quantity of paper records stored in lever arch file boxes, with photographs and other exhibits. 2) No other hazardous materials are stored in the OSR.			

Identify sources of heat

	Yes	No	N/A
Do the TBSM activities involve any 'hot' work – e.g., processes such as incineration, cooking, welding, flame cutting?		X	
Does the OSR have oil or gas burning equipment?		X	
Are there light bulbs or fittings near flammable materials?		X	
Is electrical equipment or wiring damaged or faulty?		X	
Are there portable heaters?		X	
Are there multi point adapters in electrical sockets?		X	
Are there any other sources of heat in the workplace?	X		
<i>If you have answered YES to any of the above please comment:</i>			
Comment. 1) Heating is by electric night storage heaters; a constant temperature is required to preserve the collection. 2) The electrical equipments in use are carefully inspected for serviceability at weekly intervals by the Curator and Friends of TBSM, and when the TBSM is open to the public. 3) The electrical installation is subject to a three-yearly inspection by a qualified electrician; any faults identified			

are rectified promptly. From 2020 this inspection will include Portable Appliance Testing.			
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Identify people at risk

	Yes	No	N/A
Do members of the public, including children, have access to the OSR?	X		
Do any other people have access to the OSR?	X		
<i>If you have answered YES to any of the above please comment:</i>			
Comment. 1) The OSR (as TBSM) is open to the public from 2.00 to 5.00pm at weekends and bank holidays, from Easter to 31 October; the Friends of TBSM operate a rota of volunteers, so that at least one trained member of the Friends is on duty on these occasions. Children are usually accompanied by their parents but may be admitted on their own, at the discretion of the person on duty. 2) Others who have access are Friends of TBSM, some of whom gather weekly, for 2 to 3 hours, for cleaning and maintenance of the collection.			

Stage 2 - Remove or reduce hazards

	Yes	No	N/A
Have any combustible / highly flammable materials been removed or reduced to the greatest extent possible?	X		
Are any remaining (essential) highly flammable materials stored away from sources of ignition?			X
Are general housekeeping and arrangements for the removal of waste and rubbish satisfactory?	X		
Have all unnecessary sources of heat been removed from the OSR?	X		
Have any naked flame and radiant heaters been replaced with convector heaters or central heating?			X
Is all electrical equipment adequately maintained? (See also above)	X		
Is there a prohibition on matches and lighters in high risk areas?			X
<i>If you have answered YES to any of the above please comment</i>			
Comment: 1) Combustible / highly flammable materials have been reduced as much as possible. There are no paints, solvents etc, which would fall under the COSHH regulations. 2) Any remaining (essential) highly flammable materials are stored away from sources of ignition – the only source of which is the electrical supply. 3) A policy of No Smoking applies to the OSR; appropriate signage is displayed. 4) Waste and rubbish are removed on a weekly basis, on the weekly cleaning / maintenance visit, or more frequently if required. 5) There are no unnecessary sources of heat in the OSR. 6) The electrical installation is subject to a three-yearly			

inspection (including PAT) by a qualified electrician; any faults identified are rectified promptly.			
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Stage 3 – Are fire safety arrangements satisfactory?

	Yes	No	N/A
Are the precautions relating to the means of escape in the case of fire satisfactory?	X		
Are the means of fighting a fire satisfactory?	X		
Are the means of detecting fire and giving warning in the case of fire satisfactory?	X		
Are the arrangements for instruction, training and the provision of information satisfactory?	X		
<i>If you have answered YES to any of the above please comment</i>			
<p>Comment:</p> <ol style="list-style-type: none"> 1) The building has one entrance / exit - doorway in the north wall. This is a small 400-year-old Listed building and it is not practical to make another doorway; the number of people likely to be present at any one time is such that this is not a hazard, as the building is small enough for all inside to be able to evacuate promptly in the event of fire. The volunteer on duty holds a file in which comprehensive instructions, including evacuation procedures, are contained; this includes the procedure for evacuating the mezzanine floor should there be a fire on the ground floor. The volunteer on duty has to sign to confirm receipt and understanding of the file on every occasion that the TBSM is open to the public. 2) Appropriate fire extinguishers are specified, provided and maintained on contract by a specialist company. 3) No fire alarm or smoke alarm is installed. (The building is only occupied as stated above; at these times any fire or smoke would be immediately obvious to occupants. Outside these times the building is unoccupied, so it is unlikely that any alarm would be heard.) 4) Fire escape route is signed and the Assembly Area is clearly identified on the Fire Instructions; it is located at St Mary's Churchyard. The Fire Instructions are attached at Appendix 1. 5) The volunteers on duty have comprehensive instructions on evacuating the building in the event of any emergency, and are required to have a mobile phone in their possession. They are required to sign for receipt of the folder of instructions on coming on duty, and to confirm that they have read and understood the contents. 6) Any vulnerable people, for example the elderly, young children or those with disabilities, present when a fire is detected will be helped outside by the volunteer on duty. 7) Giving warning of fire is by any staff or visitors on site shouting "FIRE FIRE FIRE" and calling the Emergency Services. 			

Stage 4 – Inspection check list

Fire safety measures

	Yes	No	N/A
Are all flammable substances and combustible materials stored safely?	X		
Are all items of electrical equipment fitted with fuses of the correct rating?	X		
Are cables run only where damage is unlikely and not under floor coverings or through doorways?	X		
Is the workplace free of accumulation of rubbish, waste paper or other materials, which could catch fire or be set alight?	X		
<i>If you have answered YES to any of the above please comment</i>			
The above are confirmed as in place and / or standard practice.			

Means of escape

	Yes	No	N/A
Are there sufficient exits for the number of people present in the workplace?	X		
Do all exits lead to a place of safety?	X		
Are all general gangways, stairs to the mezzanine floor, and escape routes free from obstruction?	X		
Are all internal fire doors clearly labelled?			X
Can all fire safety signs and fire exit notices be seen clearly?	X		
Are the self-closing devices on all floors in working order?			X
Are exits clearly indicated and are all escape routes properly illuminated?	X		
Where appropriate do doors used for means of escape open in the direction of travel? (Note that the main door opens inwards).		X	
Are all doors used for means of escape purposes available?	X		
Are the floor surfaces on escape routes free from tripping and slipping hazards?	X		
Are all vents and service ducts etc suitably protected to prevent the spread of fire, heat or smoke?			X
<i>If you have answered YES to any of the above please comment</i>			
Comment 1) One exit is deemed to be sufficient, given the restrictions imposed by the building itself, its size and the maximum number of people likely to be present at any time. The door leads directly to the open air. 2) All internal routes and the stairs to the mezzanine floor are kept clear. 3) Fire safety signs and fire exit notices are visible in the building, including from the mezzanine floor. 4) There is an emergency light, independent of the electrical system, to illuminate the escape route if the electrical system fails. 5) All floor surfaces are free from tripping and slipping hazards.			

Lighting

	Yes	No	N/A
Is emergency escape lighting, where necessary, in working order?	X		
<i>If you have answered YES to any of the above please comment See 4) above.</i>			

Fire fighting equipment

	Yes	No	N/A
Is there sufficient fire fighting equipment of the correct type?	X		
Are fire extinguishers, fire blankets etc suitably located and available for use?	X		
Have the portable fire extinguishers been serviced in the last 12 months?	X		
<i>If you have answered YES to any of the above please comment</i> Comment. 1) Fire fighting equipment is specified and maintained on contract by a qualified company. 2) All firefighting equipment is stored close to hand in the building and marked. 3) All fire extinguishers have been serviced in the last 12 months.			

Fire alarm

	Yes	No	N/A
Is the fire alarm system in working order?			X
Can the alarm be raised without anyone being placed at risk?	X		
Are the fire alarm call points unobstructed and clearly visible or suitably indicated?			X
<i>If you have answered YES to any of the above please comment</i> Comment. See above under Stage 3 re fire alarm and smoke alarms. The fire alarm can be raised by anybody in or passing the building, including the person on duty when it is open to the public, by calling the emergency services, alerting local people and instructing any persons present to evacuate at once.			

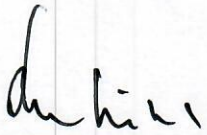
Fire instructions

	Yes	No	N/A
Are fire instructions clearly displayed in the building?	X		
Is there a record of training provided to the Friends who will be on duty during the summer season?	X		
<i>If you have answered YES to any of the above please comment</i> 1) Fire instructions are displayed inside the entrance. 2) All those on the volunteer rota are required to sign that they have received, read and understood the procedures which apply in the event of fire or other incident, on each occasion on which the TBSM is open.			

Insurance

	Yes	No	N/A
Are insurance policies held?	X		
<i>If you have answered YES to any of the above please comment</i>			
1) Comprehensive insurance policies which include cover for public liability risks are held as follows: a) By Uffington Parish Council, to cover Cllrs, employees and members of the public visiting the OSR. b) By Uffington Museum Trustees, to cover Trustees, employees, volunteers, and members of the public visiting the TBSM. c) By the Friends of TBSM, to cover Friends (volunteers) present or working in the TBSM.			
2) The above insurers have been made aware of the other policies and have confirmed that all risks are covered.			

Appendix 1: Old School Room Fire Instructions

Signed:  Date: 11 December 2019
Responsible Person

Appendix 1 to Fire Risk Assessment, December 2019

UFFINGTON PARISH COUNCIL

OLD SCHOOL ROOM FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE

Immediately warn all personnel in the building by shouting "FIRE FIRE FIRE" and instruct them to move at once to the Assembly Area.

Contact the Emergency Services by dialling 999; give the operator your telephone number and ask for FIRE. Then give the following message distinctly:

"Fire at the Old School Room / Tom Brown's School Museum, Uffington, Broad Street, Faringdon SN7 7RA" and the position of the fire. Do not end the call until the address has been repeated by the Emergency Services.

- All visitors are to leave the building immediately
- Do not stop to collect personal belongings
- Close the exit door if possible
- If evacuating through a smoke-filled area, crawl on the floor; there is usually a gap of clear air close to the floor
- Do not run
- Last person out from the building to report it as clear of personnel, or not as appropriate, to the emergency services
- Remain in the assembly area and await instructions from the emergency services
- Do not return to the building until authorised by the emergency services

The Assembly Area is a safe distance inside the Church Yard –out of the exit door, turn right and go at least 10 m through the heavy metal gate.

MUSEUM STAFF ON DUTY

Attack the fire, if you feel competent to do so, with a suitable extinguisher, but without taking personal risks.

- Ensure any personnel in the mezzanine area have come downstairs, and instruct all in the building to move outside promptly, to the Assembly Area.
- Ensure building is empty, escort visitors to the Assembly Area, and tell them to remain there until instructed otherwise by the emergency services.
- Grab the red **emergency box** from the left-hand cupboard as you leave the building.
- Contact Museum recovery team – 01367 820978, 01367 820776, 01367 820428 – further numbers in emergency box.

FIRE PREVENTION – EMERGENCY EQUIPMENT

First aid box	on top of cupboard behind Friends' desk
Fire blanket	outside middle cupboard and half way up the stairs
Extinguisher	water - behind Friends' desk (not for use on electrical equipment)
Extinguisher	water - top of stairs on floor
Extinguisher	CO2 - left of fireplace. Do not hold horn during use
Extinguisher	powder – attached to top of stair bannister
Emergency lighting	yellow rechargeable torch in middle cupboard