

### Fire Risk Assessment Hope4 Building 8 Newbold Road

Room/Area	Hazards (sources of ignition, fuel, oxygen)	Escape routes	Escape route width	Room Capacity	Max escape distance	Escape capacity	Fire Precautions	Action / Recommendations	Date for Action / Review
Kitchen	Cooker, Cooker Vent Dishwasher, Water Boiler other electronic equipment	2	630mm	10	26m	10	Fire Blanket 1 alarm call point 1 non-maintained emergency light 1 detector	Fire door to be unlocked whilst premises are occupied Clean cooker vent regularly	ongoing
Kitchen Store	Freezer Cabinet						1 detector		
Office & Store rooms off	Electrical Office Equipment Clothes in storeroom	1	770mm	5	22m	50	2 emergency light 2 detectors 1 sounder		
Laundry room	2 washing machines 2 driers	1	780mm	5	22m	50	smoke detector	No machines to be left on overnight	
Reception/ Lounge	Soft Furnishings	2	1000mm	150	25m	150	9 litre water extinguisher 2kg CO2 extinguisher 3 Litre water extinguisher 2 detectors over bar 1 call point 5 emergency lights (1 is maintained)		

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Concert Room	Soft Furnishings Seats Curtains	2	750mm	100	21m	100	3 litre water extinguisher 1 maintained 3 non-maintained emergency lights 1 Alarm call point 2 detectors over bar 1 sounder	Room not currently in use  All doors to be unlocked when in use.	
Corridor	Electrical heater over the Door  Gas Boiler Cupboard						9 litre water extinguisher 1 detector corridor 1 Detector Boiler Cupboard 1 Call point 1 emergency door release Fire alarm control panel 3 fire escape signs  Half hour fire doors to Boiler cupboard and corridor doors	Corridor always to be kept clear  Nothing to be stored in Boiler cupboard  Outer door always to be open when the building is occupied	
Toilets	2 electrical shower Gas Boiler for hot water in locked cupboard in Gents						5 Emergency Lights	Annual service and safety inspection of Gas Boiler	

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Upstairs flat	Electric Cooker in Kitchen Electric Shower in Bathroom Water tank with immersion heater in cupboard off the kitchen  Electrical Office equipment in Admin office	1	800 mm				1 call point 1 detector 1 sounder  1 3 litre fire extinguisher  Half hour fire protection for Stairway from cupboard under the stairs	Nothing to be stored close to or obstructing radiators  Nothing to obstruct Studydoor onto the roof  Clear fire evacuation instructions for upstairs to be displayed  Suitable for office work or small meetings only.	Nov 2017

General Procedures:

Weekly check of Fire Alarms

Monthly visual check of Fire Extinguishers

Monthly operational check of Emergency Lights

Six monthly Qualified Engineer check of alarm system and smoke detectors (Currently Flamex Ltd)

Annual Qualified Engineer full discharge test of emergency light (Currently Flamex Ltd)

Initial Inspection Made By Stan Bird / Peter Greenaway April 2016

Updated October 2017 Stan Bird / H4 Directors