



# Marsh House Studio

Fire risk assessment 09/21 – 09/22

S Jacob  
MARSH HOUSE STUDIO

<b>FIRE RISK ASSESSMENT</b>  <b>The Regulatory Reform (Fire Safety) Order 2005</b>	<b>ASSESSMENT NO.</b>  1 in current series
--	--

PREMISES/WORKPLACE DETAILS: Marsh House Studio

LOCATION: Bramingham Road, Marsh Farm Luton, Beds LU3 2SR

PREMISES/WORKPLACE USE: Educational Music Studio

PERSON IN CHARGE: Michael Ross

ASSESSMENT CARRIED OUT BY: Steven Jacob

Total Size of Premises (M <sup>2</sup> ):	140m2
Number of Storeys:	1
Number of Basements:	1

## SECTION 1 – SOURCES OF IGNITION

Potential risks	Action to reduce or remove risk	Residual risk level
Naked Flames	N/A No gas within Building.	Low
Electrical fires	Installation compliant with IEE Regulations. Regular tests and inspections by competent electrical contractor. Equipment specification to approved standards and PAT tested as required.	Low
Cooking Equipment	Not installed at time of assessment	
Smoking	Smoking prohibited within buildings. Designated external areas allocated for smoking. No Smoking for those who are below the legal age limit	Low
Heating	Maintaining good housekeeping to ensure combustible materials do not contact with hot surfaces.	Low
Arson	CCTV camera surveillance. Intruder alarm	Low
Others ( <i>Specify</i> )		

## SECTION 2 – FIRE HAZARDS (SOURCES OF FUEL AND OXYGEN)

<b>FIRE RISK ASSESSMENT</b>  <b>The Regulatory Reform (Fire Safety) Order 2005</b>		<b>ASSESSMENT NO.</b>  1 in current —series—
--	--	---

Potential risks	Action to reduce or remove risk	Residual risk level
Wood / Paper / Cardboard	Removed daily to external bins by cleaners	Low
Plastics / Rubber / Foam	N/a	Low
Furniture and Fixings	All office soft furniture is flame retardant and is marked accordingly.	Low
(Curtains, blinds etc.)	Ensure Flame retardant and Marked accordingly	Low
Flammable Material	Minimal domestic cleaning materials kept in locked cupboard no flammable substances. Storage arrangements OK COSHH assessments to be carried out placed on wall.	Low
(gases / liquids / paints / thinners / glues)	All kept in Locked Metal container located externally	Low
Others ( <i>Specify</i> )		

### STEP 3 – IDENTIFYING PEOPLE AT RISK

Type	Action to reduce or remove risk	Residual risk level
<b>a) Sensory Risk:</b>  People with visual and / or hearing impairment(s)	All Persons with these kinds of disabilities to be escorted always.	Low
<b>b) Mobility Risk:</b>  People with physical impairments	Adequate Wheelchair access is available to the facility. Close supervision will be exercised.	Low
<b>c) Familiarity Risk:</b>  People who may be new to the premises and not familiar to its layout, seasonal	Site Manager to provide H&S information to all persons entering the building by means of safety notices displayed on appropriate areas.	Low

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p style="text-align: center;">1 in current —series—</p>
--	---	---

workers, contractors, visitors or customers		
<p><b>d) Numbers Risk:</b></p> <p>Large numbers of people, small numbers of disabled people</p>	<p>It is unlikely that the number of occupants will rise to a level which would be cause for concern in relation to suitable exits but due to the size of the facility Numbers will rarely exceed 10 and on occasion where this number may be exceeded (special occasions) there will be no more than 30 people within the entire facility.</p> <p>During the evening time a small portion of the facility will be available for use while the rest of the building will be locked of for security reasons. During this time the only exit available is opening inward and there will be no more than 6 people allowed to use the facility at any one point. In this case wheel chair access is not available.</p>	Low
<p><b>e) Others:</b></p> <p>Lone Workers / People Working in Isolation / Young Persons</p>	<p>No lone workers, young people are always supervised apart from when they are using the bathroom.</p>	Low

## SECTION 4 – MEANS OF ESCAPE

Item	Yes/ No/ N/A	Comments and recommendations
Are the means of escape satisfactory?	Yes	Fire exit at the rear of the building + one fire escape on the side of the building. The rear exit is adequate for the number of possible occupants.
Are all the fire doors in good order and correctly used and signed?	Yes	30 minute fire rated, Self-closing

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

Are all escape routes kept clear and free from rubbish and obstructions	Yes	Maintain good housekeeping standards throughout
Do all emergency exits open in the direction of travel?	No	<p>During the daytime one outward fire escape will be used for all emergencies.</p> <p>During the evening time when only one part of the facility will be available this outward exit route will be cut off and an alternative exit route must be used. This is inward opening due to the fact that it opens out onto an exit route which is a fire route for the main building kitchen staff.</p>
Can all emergency exits be easily opened?	Yes*	All doors which lead to safety routes are routinely unlocked by responsible person.
Do all emergency exits lead to a place of safety?	Yes	

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p style="text-align: center;">1 in current —series—</p>
--	---	---

Premises/Workplace risk level: HIGH / MEDIUM / LOW

**Rated as Low risk**

## SECTION 5 – LEGAL AND GENERAL

Item	Yes/ No/ N/A	Comments and recommendations
Is the premises/workplace owned by the occupier?	No	
If No, who is the owner? (give details)		Local Authority (LBC)
Is a Fire Log maintained and available?	Yes	Log available from MFS Office by asking any member of staff
Does the Fire Log include details of:-		
1. Training?	yes	Training schedules will be included
2. Fire drills/practices?	yes	
3. Fire incidents/False alarms?	yes	
4. The emergency plan?	Yes	
And the testing and inspection of:-		
5. Portable fire extinguishers?	Yes	
6. Fixed installations?	Yes	
7. Fire alarms?	Yes	
8. AFD/AFS ?	Yes	
9. Emergency lighting?	Yes	
Is the record keeping satisfactory?	Yes	

<b>FIRE RISK ASSESSMENT</b>  <b>The Regulatory Reform (Fire Safety) Order 2005</b>		<b>ASSESSMENT NO.</b>  1 in current —series—
Additional comments and recommendations.		Due to the nature of the facility there are furnishings which would not normally be found in the average work space due to sound proofing. These constitute what could be considered in the same way as soft furnishings. For this reason I am recommending that a fire retardant spray be used to reduce the risk of flammability of the sound proofing. This should be repeated in line with the manufacturer recommendations for duration.

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p style="text-align: center;">1 in current —series—</p>
--	---	---

## SECTION 6 – MEANS OF RAISING ALARM

Item	Yes/ No/ N/A	Comments and recommendations
Is there a fire alarm system installed in the premises/workplace?	Yes	The fire alarm system is integral to the main building and is maintained by the building managers MFO.
Type fitted: - 1. Automatic fire detection?	Yes	
2. Electric break glass?	Yes	
3. Hand rotary bell or similar?	no	
4. Smoke detectors (specify)	Yes	In every room currently in use
5. Strobe	Yes	In one room where audio level are likely to be loud.
Does the system comply with BS 5839?	Yes	
Location of Panel (main or otherwise)	Main building	
Is the system satisfactory?	Yes	
Is the system audible or visual throughout the premises/workplace?	Yes	Sounders are installed which can be adequately heard in any part of the facility



	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

## SECTION 7 – SPECIAL RISKS

Item	Yes/ No/ N/A	Comments and recommendations
Are there any special risks associated with the premises/workplace?	YES	There are different floor levels in different parts of the building due to the installation of studio specific floating floors in specific rooms. Small ramps are used to breach the different levels and to give access to wheelchairs.
List and give detail as appropriate.	Learners	To be supervised at all times

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

## SECTION 8 – FIRE EQUIPMENT

Item	Yes/ No/ N/A	Comments and recommendations
Are the following provided:		
1. Portable fire extinguishers?	<b>Yes</b>	
2. Hose reels?	No	
3. Others? (give details)		
Is the provision adequate?	Yes	
Are the fire points easily identified and accessible?	Yes	
Are staff satisfactorily trained in its use?	Yes	
Are the operating instructions displayed?	Yes	
Is the equipment satisfactorily maintained?	Yes	
<i>Is any automatic fire suppression system installed in the premises/workplace?</i>	no	
<i>If Yes, give details.</i>	<b>n/a</b>	
<i>Are all controls clearly identifiable and accessible?</i>	<b>n/a</b>	
<i>Are members of staff familiar with the system and any safety requirements?</i>	<b>n/a</b>	
<i>Is there routine maintenance and testing of the system?</i>	<b>n/a</b>	
Additional comments and recommendations.		

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

## SECTION 9 – EMERGENCY LIGHTING

Item	Yes/ No/ N/A	Comments and recommendations
Is emergency lighting provided?	Yes	
Does the installation comply with BS 5266 Part 1?	Yes	
Type of equipment (give details)		
1. Self-contained luminaries	Yes	
2. Central battery system	n/a	
3. Generator	n/a	
4. Self-contained incorporated with other light fittings	Yes	
5. Other (specify)	n/a	
Are all escape routes adequately covered, internally and externally?	Yes	
Are they maintained and tested?	Yes	
Are records available?	Yes	
Additional comments and recommendations.		

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

## SECTION 10 – MAINTENANCE AND CONSTRUCTION

Item	Yes/ No/ N/A	Comments and recommendations
Is there any maintenance or construction work in progress?	YES	General maintenance,
Are there any works proposed?	No	
If Yes, give details.		
Are safe working procedures being complied with?	YES	When works are carried out the site is designated a construction site and all of the necessary procedures that are associated with this are applied.
Is any Hot Works in progress?	No	
If Yes, have Hot Works Permits been issued?	NA	
Give name of Responsible Person.	NA	
Additional comments and recommendations.		

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p style="text-align: center;">1 in current —series—</p>
--	---	---

## SECTION 11 – STANDARDS OF HOUSEKEEPING

Item	Yes/ No/ N/A	Comments and recommendations
Are general standards of Housekeeping satisfactory?	<b>Yes</b>	Due to the relatively small space available housekeeping is constant as a relatively small amount of obstruction would be dangerous in an emergency
Are all waste materials removed from the premises/workplace and disposed of regularly?	<b>Yes</b>	
Are all paper records and documents adequately stored?	<b>Yes</b>	
Are any domestic appliances, kettles, etc. kept clean and regularly maintained?	<b>Yes</b>	

## SECTION 12 – INFORMATION AND SIGNAGE

Item	Yes/ No/ N/A	Comments and recommendations
Are there adequate fire signs and notices displayed throughout the premises/workplace?	yes	
Do they comply with the requirements of the Health and Safety (Signs and Signals) Regulations 1996?	YES	

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p style="text-align: center;">1 in current —series—</p>
--	---	---

### SECTION 13 – OUTSTANDING ITEMS

Item	Yes/ No/ N/A	Comments and recommendations
<p>Additional comments and recommendations.</p> <p>Music Studio</p>		<p>Where the only way out of a room is through another room an unnoticed fire in the outer room could trap people in the inner room. This means of exit should be avoided where possible. If, however, this cannot be achieved then adequate warning of a fire should be provided by any one of the following means:</p> <ul style="list-style-type: none"> <li>• a vision panel between the two rooms providing adequate vision to give an indication of the conditions in the outer room and the means of escape;</li> <li>• a large enough gap between the dividing wall and the ceiling, e.g. 500mm, so that smoke will be seen; or an automatic smoke detector in the outer room that will sound a warning in the inner room.</li> </ul> <p>In addition, the following points should also be considered:</p> <ul style="list-style-type: none"> <li>• Restrict the number of people using an inner room</li> <li>• Access rooms should be under the control of the same person as the inner room.</li> <li>• The travel distance from any point in the inner room to the exit from the access room should be restricted to escape in one direction only unless there are alternative exits from the Access room.</li> <li>• No one should have to pass through more than one access room while making their escape.</li> <li>• The outer room should not be an area of high fire risk.</li> </ul>

<b>FIRE RISK ASSESSMENT</b>  <b>The Regulatory Reform (Fire Safety) Order 2005</b>		<b>ASSESSMENT NO.</b>  1 in current —series—
Current construction activities		
Lighting		Current Lighting is adequate

	<p style="text-align: center;"><b>FIRE RISK ASSESSMENT</b></p> <p style="text-align: center;"><b>The Regulatory Reform (Fire Safety) Order 2005</b></p>	<p><b>ASSESSMENT NO.</b></p> <p>1 in current —series—</p>
--	---	---

## SECTION 14 – SUMMARY

Item		Comments and recommendations
Next review date.	Sept 2022	This Assessment will be Reviewed once construction works are complete. Or if any alterations are made to the current space in public use.


**Date:** 20/09/21

### Name Contact details and Signature of person designated responsible for the building:

**Name** - Steven Jacob

**Tel** – 07847 244 359

**Email** - Root.c.transformation@gmail.com

Signature .....  .....

### Name position and Signature of person Reviewing this assessment:

**Name** - Steven Jacob

**Position** – company secretary, health and safety officer, Deputy safeguarding officer

**Date:** 20/09/19

Signature .....  .....

- END -