

**AGNES SPENCER MEMORIAL HUT – FIRE SAFETY RISK ASSESSMENT
VER. 2 – 28/11/2011**

STEP 1 - IDENTIFY FIRE HAZARDS	
SOURCES OF IGNITION	<p>The main potential sources of ignition are the following:-</p> <ul style="list-style-type: none"> Multi-fuel stove in living room area – e.g. by burning material falling onto the carpet. Electric cookers * 2 – e.g. a chip pan fire or combustible material stored too close An electrical fault – such as shorting out <p>Note – there is no gas supply – bottled or mains at the property</p> <p>Smoking in the Hut is not allowed.</p> <p>There are no portable heaters used though a spare heater (portable) is kept in the drying cupboard.</p>
SOURCES OF FUEL	<p>There are the stocks in the Hut of combustibles such as firelighters and paint</p> <p>The carpet could catch fire if a burning ember fell from the stove onto it or if furniture was placed against the stove.</p> <p>Similarly, if the stove was used for drying clothes.</p>
STEP 2 – IDENTIFY PEOPLE AT RISK	
PEOPLE AT RISK	<p>People at risk are exclusively hut users – members or guests. However, this includes some elderly people (70+) plus young children on occasions when the hut is used for a family meet.</p> <p>Note – other than on scheduled family dates the hut can only be used by people aged 18 and above.</p>

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STEP 3 – EVALUATE, REMOVE OR REDUCE, AND PROTECT FROM RISK	
<p>EVALUATE THE RISK OF A FIRE STARTING</p>	<p>The heating stove is a potential risk but the risk is addressed by the following A new stove has recently been installed that fully complies with HEATAS regulations. This includes fire risk minimisation features such as a single door to the front of the stove which has to be closed for the stove to operate, a wide hearth in front to protect against burning material falling on the carpet and a single control lever to make it as simple as possible for people to use the stove safely and effectively. The stove was expressly chosen with regard to safety and simplicity of use. The stove is surrounded by a fireguard. There is a risk of a fire from people using the stove to dry clothes but we have addressed this by placing two signs on the fireguard and one on the room notice board alerting people to the fire risk of doing this and making it clear that people must use the dedicated drying cupboard instead. In respect of the two electric cookers there could be a risk of a fire starting from lack of due care and attention but specific risks such chip pan fires or combustible material stored too close to the electric rings have been addressed. There is no chip pan available and storage shelves and tea towels and other combustible materials are positioned well away from the cooking rings. There may be a risk of fire starting from an electrical fault but we have addressed this by having electrical systems inspected and certificated every three years. This includes annual PAT testing and additional testing of ovens. It has been identified that there is a small risk of a fire being associated with sources of combustible material such as the stock of firelighters. This has been addressed by moving the storage of highly flammable material from the cupboard under the staircase in the main room to a less vulnerable position on the upper shelving in the washing up area.</p>
<p>EVALUATE THE RISK TO PEOPLE FROM A FIRE</p>	<p>There is an emergency lighting system and fire alarm system installed in the Hut which is inspected and certificated once a year. However, there are four risk areas identified. (1)There may be risk to people in the event of a fire who try to exit the Hut by the main door and find that it has been locked from the inside. To address this we have replaced the lock barrel on the inside of the door so that the deadlock can be locked or unlocked simply by turning a knob i.e. so that it can be operated from inside without a key.</p>

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EVALUATE THE RISK TO PEOPLE FROM A FIRE	<p>(2)A further risk is if the downstairs room became smoke filled and people became confused and disorientated as to the direction of the emergency fire exit. To address this we have had an additional illuminated fire exit sign placed on the wall of the main room with a direction arrow pointing to where the fire exit is located.</p> <p>(3)Within the main room downstairs there is a storage cupboard which is below the stairs that give access from upstairs to the fire exit. A risk has been identified of a fire in this area spreading to the stairs and obstructing escape by people upstairs. We have addressed this by having the cupboard fire boarded and a fire door put on so as to give fire delay of an hour.</p> <p>(4)Lastly, a risk was identified of an instance where a fire began on the ground floor and setting alight the ceiling of the main room, kitchen and sleeping areas upstairs. To address this we have had fire boarding fastened to the ceiling of the main room to give a fire delay of one hour.</p>
STEP 4 – RECORD, PLAN, INFORM, INSTRUCT AND TRAIN	
RECORD ANY MAJOR FINDINGS AND ACTION THAT HAS BEEN TAKEN	All findings and action are reported and minuted at meetings of the Cleveland Mountaineering Club and to the Hut Trustees. T
DISCUSS AND WORK WITH OTHER RESPONSIBLE PEOPLE	Professional advice is sought when necessary and suitably experienced and qualified contractors employed to implement actions above the level of simple DIY work.
PREPARE AN EMERGENCY PLAN – INFORM AND INSTRUCT RELEVANT PEOPLE	An evacuation plan in the event of a fire is displayed in the hut and will be available on the Cleveland Mountaineering Club website. A copy is sent to all groups who book the Hut.
STEP 5 REVIEW	
REVIEW THE FIRE-RISK ASSESSMENT REGULARLY AND MAKE CHANGES WHERE NECESSARY	The fire risk assessment will be reviewed every twelve to eighteen months by the Cleveland Mountaineering Club Committee.