

## FIRE SAFETY RISK ASSESSMENT

**Bromley Arts Trust, RIPLEY ARTS CENTRE, 24 Sundridge Avenue, Bromley BR1 2PX**

**Objective:** To conform to legislation and meet Health & Safety requirements.

**Property Description:** Victorian building consisting of 3 floors and cellar. Ground and 1<sup>st</sup> floor used as a community Arts Centre, third floor hired as private flat with front door access on the ground level at front.

**Occupancy:** Premises are open to the public for use every day from approximately 8.45am to 10.45pm. At other times the Head Warden or caretaker will be on duty.

**Maximum number of employees:** 9 plus one office volunteer. Not all staff or volunteers will be in the building at the same time.

**Fire safety Systems:** Extinguishers and Smoke detectors supplied and maintained by Chubb Fire.

**Emergency lighting:** This is in place and is inspected monthly.

### Causes of Fire:

**Smoking.** A no-smoking policy is in place throughout the internal premises; this is notated by posters on the entrance. The policy is upheld by the caretakers. At the end of each day a procedure is in place to carry out, and to record an inspection both within the premises and around exterior areas of the building where smoking might have been enjoyed – particularly the veranda and the porch.

**Electrical faults.** A full inspection of the electrical installations, including the garden supply, will be carried out every five years by a qualified and certificated person, after which faults will be remedied. The last full inspection took place in 2020. All electrical appliances are PAT tested and certified in accordance with the required time scales by a qualified person. It is recommended that any hirer bringing their own electrical equipment to use on the premises should have had the item/s PAT tested for safety.

**Gas Central heating:** Boilers are serviced annually.

**User activities.** Some users request that candles may be lit. In the main, the office will advise upon this request. Although this is to be discouraged, it is not forbidden; consideration must be given to the nature of the activity. Measures are to be taken to minimise the risk of a candle overturning or of hot wax forming pools which might be ignited should a candle overturn. BBQ's should be lit in an open area away from foliage especially the Wisteria under the veranda. Naked flames should also not to be used near this dry foliage. There may be other user activities which present a higher than usual fire risk. The caretakers and the office should be aware of these risks and identify them whenever they arise.

**Fire in an adjacent property.** We are sufficiently remote from adjacent properties not to need to make any special provision for the risk of a fire spreading to our building. Our plants and trees are regularly maintained and offer no particular risk, which is within our control; casual observance of the use of fire in neighbouring gardens, which may prove hazardous to our building, is encouraged.

**Cars in car park.** Vehicles may be susceptible to fire

**Kitchen:** Aside from electrical appliances there is the obvious risk from naked flames and oil fires, users are asked to take care and use the fire fighting equipment provided if necessary.

**Paint chemicals:** Many artists use our facilities for painting and tuition. Some painting and cleaning materials in this respect are flammable. Users are asked to take care in their use and to store safely.

**Chemical/cleaning cupboard:** Keep door locked at all times.

**Shed: Gas cylinders stored or flammable materials. Keep shed locked at all times.**

**Escape routes:** Fire doors are designated with signs.

### Fire Drills:

A Fire drill will be carried out once per year and recorded. Records will be kept in the Fire safety manual.

**Staff Training:** All staff will be given a copy of the Fire Risk Assessment and Fire Safety Emergency plan and asked to read and sign that they have read it. The signed documents will be kept in their personnel file.

**Staff List: Head Warden:** Hugh Henderson. **Caretakers:** Clifford Orsi, Maggie Draper, Sharon Forde & Glenn Cain.

**Office ground floor. Business Manager:** Thelma K Richardson. **BM Assistant Admin:** Joanna Carter & **BM Assistant Arts & Media:** Judie Siewert. Office Volunteer: Jean Kingham. **Date: 2<sup>nd</sup> March 2021**