

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
PRELIMINARY FIRE RISK ASSESSMENT AND  
FIRE PRECAUTIONS SURVEY REPORT  
CLUB KARMA, CHIPPENHAM. SN15 1EQ**

The premises were originally built pre war as a cinema and reflect the construction standards of the time. Brick walls, timber and concrete floor, and timber trussed close boarded roof which appears to be felted. At some stage a first floor has been installed, construction unknown, except that the ceiling to this floor has been lined with a fibre board, very likely to be "Sundeala" board which is made from recycled newspaper and is currently used mostly for notice boards. This is combustible and has a high surface spread of flame rating. It is believed that the building was converted into a night club in the mid 1990's and has been unused for the last 2 years. During this period there has been considerable deterioration in the fire precautions provided.

The attached fire precautions plans, detail as far as possible, the provision of physical fire precautions considered necessary to satisfy the relevant provisions of the Regulatory Reform (Fire Safety) Order 2005. These plans should be read in conjunction with this provisional fire risk assessment report. You should ensure that all the provisions are in being or are provided, and that they are to the appropriate standards. The report is based on a non-invasive walk through visual inspection only.

To assist in identifying those items noted during the risk assessment inspection as requiring action, the appropriate symbol has where possible been drawn or highlighted in a **conspicuous colour** on the plans. Those items that have not been highlighted already exist and are required to be maintained unless specifically indicated to the contrary. Not shown is the fire resistance of floors which you should ensure are to 30 minutes standard. The symbols are explained on the attached Key to Plan Symbols sheet. Other matters are as detailed in this report.

In cases which involve alterations to the structure, means of escape, internal and external fire spread, access and facilities for the Fire Service or access and facilities for disabled people, the owner or occupier must make any necessary submissions for approval under Building Regulations direct to the appropriate Local Building Control Authority or Approved Inspector. where listed buildings are concerned the responsible person / owner must make any necessary submissions for approval direct to the appropriate Local authority.

**1. Means of escape in case of fire.**

The means of escape from the rear of the premises via the metal fire escapes, and the external escape route to a place of safety in Station Hill is not considered to be fit for purpose. The escape stairs and walkway have been constructed to a poor standard and are in a bad state of repair making them unsuitable for their intended use. Their stability under load is also questionable. The escape route from the rear of the premises is unacceptable due to excessively steep and slippery ramps.

Government guidance issued in support of the above legislation advises that external fire escapes are not normally acceptable for means of escape purposes for use by the general public in places of public assembly. They have not generally been permitted under the Building Regulations for public assembly buildings going back over many years. However, as the use of external fire escapes is existing it may be acceptable to the enforcing authority for the principle to remain under the legislative provisions of the above Order of, as far as is reasonably practicable, and as may reasonably be required in the circumstances of the case:

Initial contact with the Fire Authority indicates that they would in this case, in the circumstances, be sympathetic in principle to the use of external escapes provided they are to a good standard and are protected from the elements. The following recommendations are made on this assumption of acceptability.

The following recommendations are made on the assumption that the Fire Authority will not in the circumstances object to the use of external escapes :-

- a) The external fire escapes and associated walkway to be replaced (or possibly upgraded) with fire escape stairs etc, conforming with Approved Documents "K" and "M" to the Building Regulations 2010. They should be protected from the effects of adverse weather to prevent them from becoming slippery due to weathering, algae, ice etc.
- b) The escape route from the rear of the premises should be re-layed so as to accord with the above document(s). In general differences of level on the escape route should be overcome by the provision of inclines or ramps of gradients not exceeding 1 in 12 and or steps not having less than three risers in any flight. The route should be level for a distance of 1.5 metres in each direction from any steps. Handrails should be provided on both sides of ramps and stairs.
- c) The ground floor true ceiling is believed to be combustible fibre board. This should be removed or covered with plasterboard or be treated so as to give a surface spread of flame rating of class 1. Or European equivalent as defined by the Building Regulations 2010.
- d) A careful check should be made above the false ceilings adjacent to fire resisting walls around the ground floor enclosure to the stairway and escape route from the balcony / first floor, to ensure that such fire resisting structures extend through the void and are sealed to the true underside of the floor above. Any deficiencies or openings in such structures, and around ducts and pipes should be properly sealed with fire resisting construction. Fire resisting means structure and doors giving not less than 30 minutes standard of fire resistance when tested in accordance with British Standard 476.
- e) Doors indicated on the plan by the appropriate symbol should be fire and smoke resisting. Where no such doors exist at present, in the position shown, it should be provided.
- f) All fire and smoke resisting doors must be fitted with self closers, unless otherwise specified. Self closing devices should conform to British Standard BS EN 1154
- g) All fire doors (fire resisting doors) should be checked to ensure that they are in good condition, provided with heat and smoke seals and are effectively self closing.
- h) All fire exit doors should be serviced to ensure that they are in serviceable condition. If panic bar fastenings are replaced they should be replaced by fastenings conforming to British Standard BS EN 1125 : 1997.
- i) The nosings of treads on steps and stairways should be made conspicuous and non slip
- j) Re-instate Handrails on front exit stairs from the first floor.

## **2. Fire detection and alarm system.**

- a) The fire detection and alarm system is in need of inspection and test by a competent person with specialist knowledge of fire alarm systems. It should be maintained in accordance with British Standard 5839 : 2002. In general this would usually be a weekly test, (in house) and a periodic (6 monthly) inspection and test by a fire alarm servicing organization with ready access to spares.
- b) The fire alarm system should incorporate automatic fire detectors of the type indicated by the appropriate symbol on the plan. This will mean that some heat detectors will need to be changed for optical smoke detectors, and the provision of some additional smoke detectors.
- c) The fire alarm system should be arranged so that on its operation the power to amplified music is cut. Should this prove difficult seek further advice.
- d) A schematic plan or zone list detailing the areas covered by each fire alarm zone Should be provided and sited next to the fire alarm panel. This will enable staff to quickly identify the area of actuation.
- e) A certificate confirming that the system conforms to British Standard 5839 : Part 1 : 2002 should be provided

## **3. Emergency escape lighting**

- a) The lighting levels (intensity) of the emergency lighting is questionable as reliance is placed in some areas on illuminated fire exit signage which give out little spill light. Some luminaires appear to be defective. The external escape routes should be provided with both mains and emergency escape lighting. This could be achieved by the provision of maintained emergency lighting units.
- b) The system should be checked and upgraded as necessary so as to be generally in keeping with the guidance given in British Standard 5266 : Part 1. This recommends that the horizontal illuminance on the floor along the centre line of an escape route up to 2 m in width should be not less than 1 lux. And for rooms larger than 60 m<sup>2</sup> emergency lighting, should be provided with horizontal illuminance of not less than 0.5 lux at the floor level of the area, excluding a border of 0.5m around the perimeter.
- c) The emergency lighting should be tested by and maintained by a competent person in accordance with the provisions British Standard 5266 : Part 8 :2004. A full annual inspection and duration test should be carried out.
- d) Illuminated fire exit signs should be of the maintained type. i.e. Illuminated at all times when the club is open to the public.
- e) A certificate confirming that the system conforms to British Standard 5266 : Part 1 2011 should be provided.

#### 4. Fire safety signage

a) A fire exit sign depicting a “pictorial running figure” should be provided in each position shown by the appropriate symbol on the plan. The figure should be coloured green against a white background.



b) A fire exit sign depicting a “pictorial running figure” should be provided in each position indicated by the appropriate symbol shown on the plan. The sign should incorporate a directional arrow pointing towards the exit the figure should be coloured green against a white background.



c) The door(s) indicated by the appropriate symbol on the plan should be provided with a notice, at about eye level, on both sides bearing the words ‘Fire door – keep shut’ in white lettering on a 75mm diameter circular blue background.



d) The door(s) indicated by the appropriate symbol on the plan should be provided with a notice, at about eye level, on the outside surface, bearing the words ‘Fire door – keep locked shut’ in white lettering on a 75mm diameter circular blue background.



e) The gates indicated by the appropriate symbol on the plan should be provided with a notice bearing the words ‘FIRE ESCAPE – KEEP CLEAR’ in 40 mm white lettering on a blue background. The sign, if not circular in shape, shall contain a blue circle in its design.



b) General fire action notices detailing the action that should be taken in the event of fire should be provided and sited as detailed on the plan.



b) A notice giving details of the action that should be taken by staff in case of fire should be provided in each position indicated by the appropriate symbol on the plan.



#### 5. Fire fighting equipment

Portable hand fire extinguishers of the types indicated by the appropriate symbol on the plan should be re-sited / provided as necessary to accord with the type and positions as shown on the plan. They should be wall mounted with their carrying handles approximately 1 metre above floor level.

#### 6. Fire safety policy

There should be a clearly defined written fire safety policy for the protection of all persons using the premises including staff and visitors and this should include the arrangements for planning, organisation, control, monitoring and review of fire safety measures.



## **7. Emergency fire action plan**

There should be a written emergency fire action plan which sets out the action that staff and other people in the premises should take in the event of a fire. It should be kept on the premises, be available in a format understood by all, as well as being known by staff and forming the basis of the training and instruction which is provided. The purpose of the plan is to ensure that people on the premises know what to do if there is a fire and to ensure that appropriate action is taken in the event of fire and that the premises can be safely evacuated.

The plan should also be available for inspection by the enforcing authority.

## **8. Training and drills**

All staff (including stewards, managers, performers, visiting contractors, temporary and agency staff) and other relevant persons should be given information, training and instruction on the fire safety measures to be taken or observed on the premises, including the action to be taken in case of fire. Such training should be appropriate to their responsibilities and be given by a competent person. The training and instruction should be repeated regularly at predetermined intervals, to ensure that staff remain familiar with procedures. Training should be given on the first day of appointment.

b) Fire drills should be carried out twice per year.

## **9. Housekeeping**

Housekeeping at the premises has been left in a poor state, with rubbish and combustibles accumulated in various parts of the building. A good clear out is called for, especially in the roof space which should be cleared and kept empty.

## **10. Maintenance**

a) All general fire precautions specified in this fire risk assessment and on the associated plan(s) should be properly maintained. The responsible person(s) should ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, and emergency routes and exits are covered by a suitable system of tests, checks and maintenance, and are maintained by a competent person in a safe and efficient state, in efficient working order and in good repair.

b) A routine inspection and maintenance schedule of general fire precautions should be formulated and implemented.

c) The fixed electrical installation should be inspected / tested by a competent electrical engineer, in accordance with the recommendations of the IEE Regulations / licence conditions and an installation condition report provided. Action should be taken to rectify any defects found. The certificate should be held on site and be available for inspection by Fire and health and safety inspectors.

d) Portable electrical appliances should be routinely inspected and tested in accordance with the requirements of the Electricity at Work Regulations 1989.

e) A suitable policy should be implemented to ensure that any electrical equipment bought onto the premises by staff, entertainers, contractors and others is subject to appropriate inspection and test.

## 11. Records – Fire log book

A fire log book should be kept in which there should be recorded details of tests, inspections and examinations of all fire safety provisions and equipment, including fire training and drills, so that you are able to demonstrate compliance with your legal obligations.

## 12. Occupancy / Exit Capability

The maximum number of persons that should be permitted to use the parts of the premises detailed below should not exceed the figure stated.

<u>Parts of the Premises</u>	<u>Max. Numbers</u>
Ground floor                      Open plan    when used for dancing / standing	276
Balcony                                ~    ~        standing audience	45
First floor dance/bar areas,    ~    ~        when used for dancing / standing	291
Total floor space capacity – number of persons	612
Total available exit capacity for normal risk rating and a 2.5 minute simultaneous evacuation time.	600 persons
<u>Maximum numbers permitted :-</u>	<u>600 persons</u>

Arrangements will need to be made to control the number of people admitted to the premises and to avoid overcrowding of any area caused by people migrating from one area to another.

### General information.

This provisional fire risk assessment has been carried out on behalf of the responsible person by an experienced and professionally qualified fire safety consultant under the Regulatory Reform (Fire Safety) Order 2005. It records the features seen in place at the time of the inspection, and information given by others. The purpose of this report is to provide a structured assessment of the risk to life from fire on the premises, and to make recommendations to assist the responsible person(s) as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, i.e. the employer and/or person(s) having control of the premises, in complying with their obligations under the Order. The responsibility for complying with the Order rests fully with the responsible person(s). It is important that you study and understand this fire risk assessment report which sets out the measures that it is considered necessary for you to take to satisfy the relevant requirements of the Fire Safety Order. Further advice is available on request and from the web site detailed below

The fire safety Order requires that the responsible person gives effect to arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures. These preventative and protective measures are the measures that have been identified in consequence of a risk assessment, as the general fire precautions that they need to take to comply with the Fire Safety Order. If five or more people are employed in the undertaking or a licence under an enactment is in force in relation to the premises, then these arrangements must be recorded. This fire risk assessment is not the record of the

fire safety arrangements to which the Fire Safety Order refers, although much of the information contained within it will coincide with the information needing to be contained within the record. The above order also requires that the responsible person appoints one or more competent persons to assist them in undertaking the general fire precautions described above.

This fire risk assessment has been carried out in good faith and is to the best of the Fire Consultants knowledge and belief a true and fair review of the fire safety status of the premises on the day of inspection. It is based on a general walk through inspection of the premises and on information provided by others e.g. management and staff. The assessment is limited to those areas to which access was possible. In assessing the fire safety arrangements regard has been given to government guidance issued to accompany the Order the most relevant being, HM Government Guides "Fire safety risk assessment large places of assembly", and their associated normative references, e.g. Approved Document "B" to The Building Regulations 2010 and relevant British Standards. The assessor is an experienced fire safety professional and every care has been taken to interpret the legislation, guides and codes of practice etc. Compliance with the guides will normally satisfy the relevant legal obligations. However, you are not obliged to adopt any particular solution, you may meet the requirements in some other way, but they will need to achieve at least an equivalent verifiable level of fire safety. If challenged by the Fire Authority on an issue that cannot be resolved then the matter can be referred to the Secretary of State for a determination provided both parties agree. However, a final determination of an issue or on a point of law can only be given by a court of law.

Further information from the government on compliance with the Fire Safety Order, fire safety standards/advice and means of escape for disabled persons can be freely downloaded from the internet at:-

[www.communities.gov.uk/firesafetylaw](http://www.communities.gov.uk/firesafetylaw)



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7<sup>th</sup> November 2012.

**FIRE RISK ASSESSMENT PLAN  
 CLUB KARMA, CHIPPENHAM  
 KEY TO PLAN SYMBOLS  
 PLAN RT/PFSS NOVEMBER 2012**




**General Fire Precautions**

-  Fire resisting construction  
30 minutes
-  Fire resisting door  
30 minutes
- SC** Self – closing device
- SC/A** Doors fitted with automatic releases
- PB** Doors fitted with horizontal push bar (panic bar) fastening
- HrL** Handrail
- GrL** Guardrail




**Fire Alarm System**

-  Fire alarm break-glass call point
- FAP** Fire alarm system control and indicator panel
-  fire alarm warning devices  
**audible & visual**

**Automatic Fire Detection**

-  Smoke detector
-  Heat detector
-  Smoke detection in  
**false ceiling void**

**Emergency Escape Lighting**

-  Emergency light (luminaire)  
non-maintained type
-  Area covered / to be covered by emergency  
escape lighting
-  Illuminated emergency exit sign maintained type  
(illuminated at all material times)

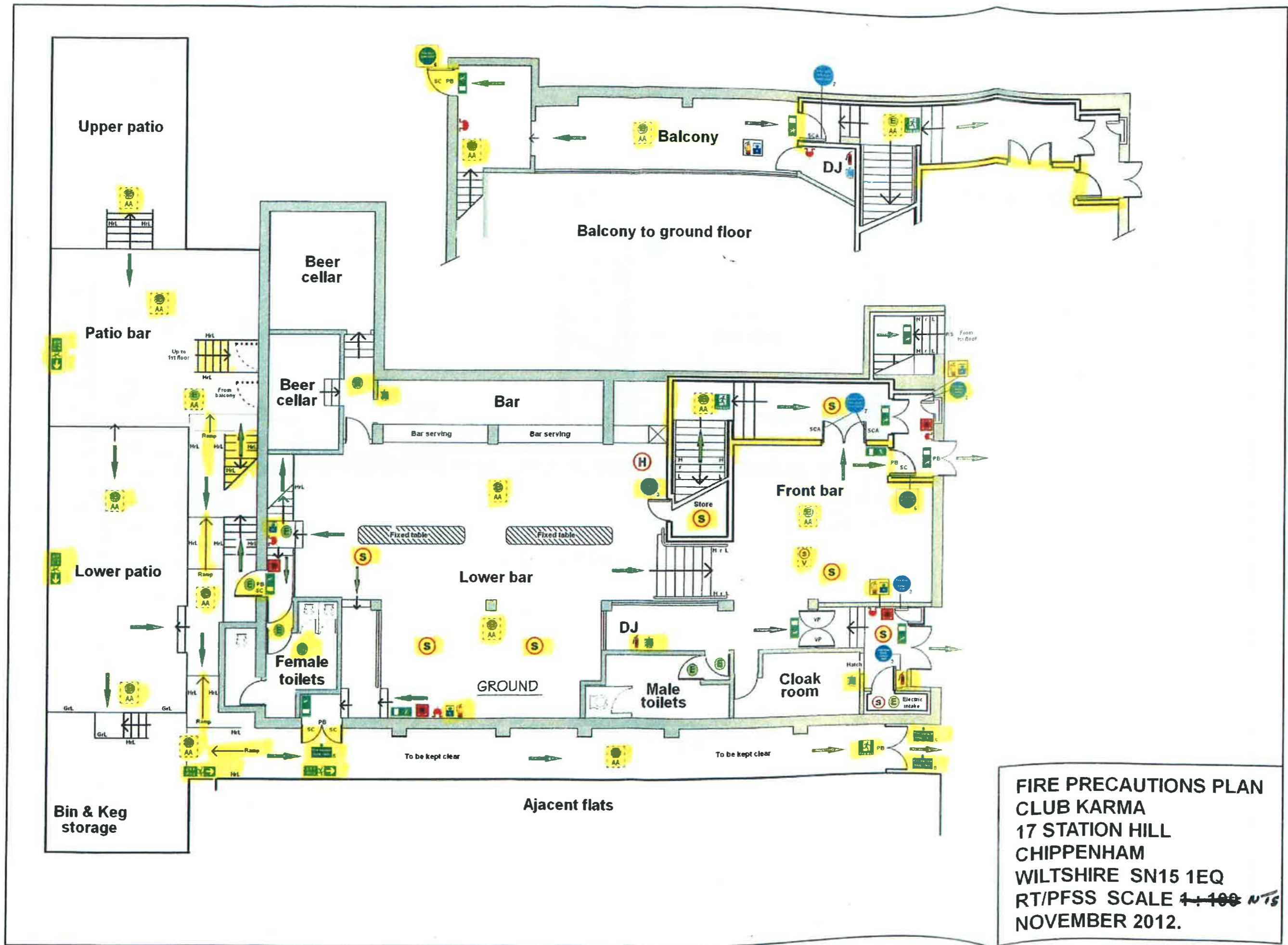
**Fire Safety Signs**

-  "Fire Door - Keep Shut"  
(on both sides of door at eye level)
-  "Fire Door - Keep Locked Shut"  
(on outer face of door at eye level)
-  "Fire Escape / Exit Keep Clear"  
(on outer face of door at eye level)
-  "Automatic fire door keep clear"  
(on visible side of door at eye level)
-  Pictographic Fire exit sign
-  Pictographic Fire exit sign  
with directional arrow
-  General fire action notice
-  **Staff fire action notice**

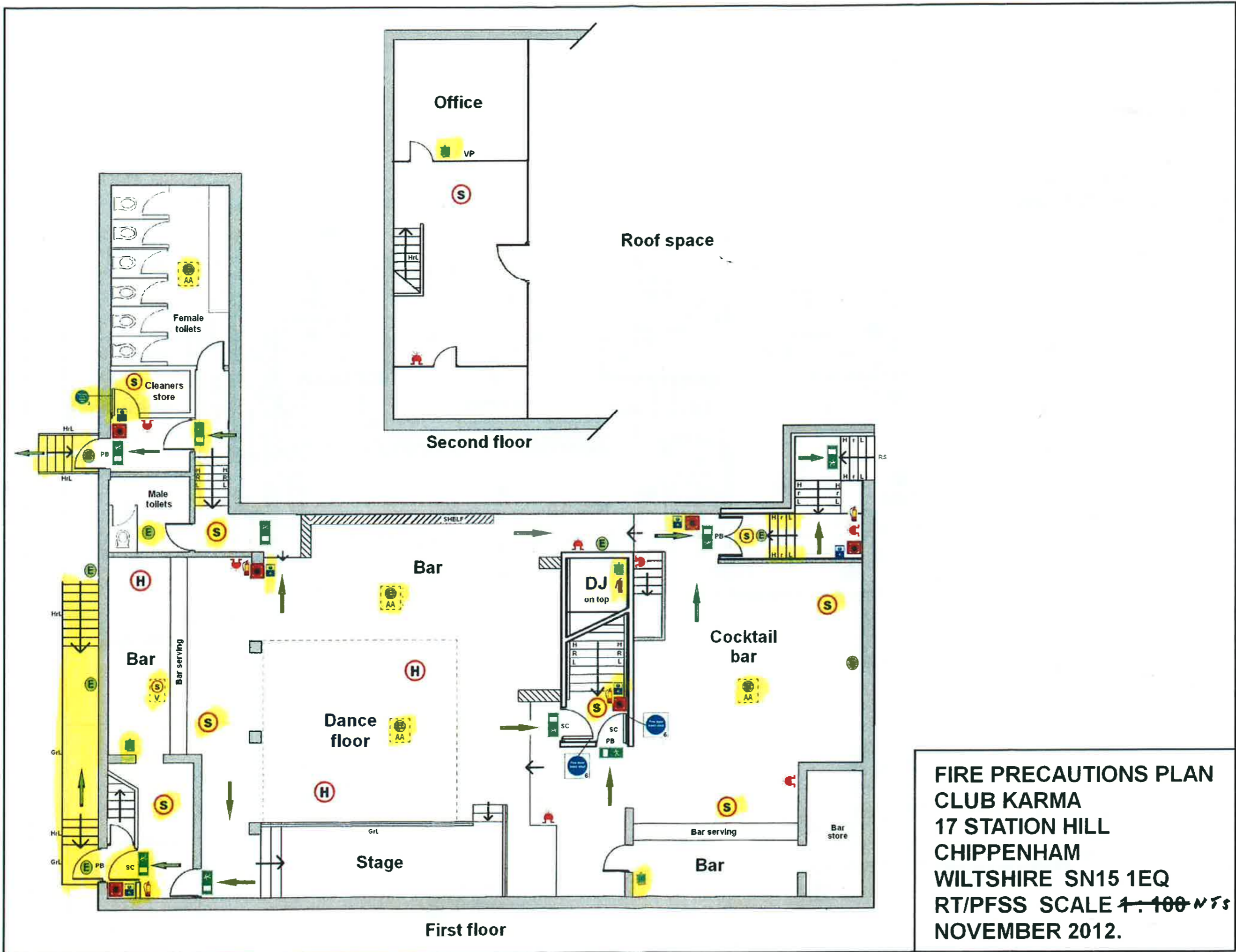
**Portable Fire Extinguishers**

-  Foam (AFFF) type  
6 Litres
-  Carbon dioxide type  
2Kg





**FIRE PRECAUTIONS PLAN**  
**CLUB KARMA**  
**17 STATION HILL**  
**CHIPPENHAM**  
**WILTSHIRE SN15 1EQ**  
**RT/PFSS SCALE 1:100 NTS**  
**NOVEMBER 2012.**



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