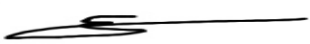


**DURNESS PARISH HALL
FIRE RISK ASSESSMENT**

Employer or other responsible person:	ELSPETH MATHER (CHAIRPERSON) SELENA CAMPBELL (VICE CHAIR) JOANNA TUCKER (SECRETARY)
Address of property:	DURNESS PARISH HALL, SMOO, DURNESS IV27 4QA
Person(s) consulted:	JOANNA TUCKER
Assessor:	EMMA TEAGUE
Date of fire risk assessment:	SATURDAY 28TH SEPTEMBER 2024
Date of previous fire risk assessment:	N/A
Suggested date for review ¹	SEPTEMBER 2025

The purpose of this report (and any attached action plan) is to provide an assessment to the risk of life from fire in these buildings and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Signature Assessor: 	Date: MONDAY 30TH SEPTEMBER 2024
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This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

GENERAL INFORMATION

1. THE BUILDING

1.1 Number of floors: One

1.2 Aproximately 2m of floor space

1.3 Brief details of construction: Purpose built building constructed in 2001. The building is of modern construction and in the main consists of concrete floors overlaid with tile, carpet and wooden flooring throughout the building. Concrete block walls are throughout the building and there is a timber pitched and metal clad roof.

A folding ladder located in the pump room for the ground source heating system provides access to the loft space. This area extends across the length of the building away from the sports hall. Extensive walkways exist within this space.

1.4 Occupancy: A building of multiple occupation consisting of:

Occupier/Owner No1: Durness Parish Hall Committee
Occupier No2: Office space hired by Highlife Highland

1.5 Is building used or allocated as a Polling Station

YES	
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2. THE OCCUPANTS

2.1 Approximate maximum number: 414

2.2 Approximate maximum number of occupants at any one time: 1 on a daily basis when office is in use. When functions are being held this could rise to 414 with committee members in attendance but highly unlikely.

2.3 Maximum number of members of the public: 400

3. OCCUPANTS AT SPECIAL RISK

3.1 Sleeping occupants: 2 travelling salesmen sleep within the premises during their separate 3 week stays each year. No other people sleep overnight on the premises outside of these times.

3.2 Disabled occupants: Variable

3.3 Occupants in remote areas: None

3.4 Others: Staff, visitors, contractors and attending emergency personnel.

4. FIRE LOSS EXPERIENCE None

5. OTHER RELEVANT INFORMATION

In the production of this document consideration was given to the contents of Practical Fire Safety Guidance for Existing Non-Residential Premises. (February 2022).

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

6. ELECTRICAL SOURCES OF IGNITION

6.1	Are reasonable measures taken to prevent fire of electrical origin?	Yes	
6.2	More specifically:		
	Fixed electrical installation periodically inspected and tested?	Yes	
	Portable appliance testing being carried out?	Yes	
	Suitable policy regarding the use of personal electrical appliances?	Yes	
	Are Solar Panels installed?		No
6.3	Comments and hazards observed: The electrical fixed wiring system was last inspected and serviced in 2022 with a recommendation for a further inspection in 2027.		

7. SMOKING

7.1	Are reasonable measures taken to prevent fires from smoking?	Yes	
7.2	More specifically:		
	Smoking prohibited in the building?	Yes	
	Smoking prohibited in appropriate areas?	N/A	
	Suitable arrangements for those who wish to smoke?	Yes	
	Absence of any evidence of breaches of policy?	Yes	
7.3	Comments and hazards observed: Durness Parish Hall is a no smoking zone, this is clearly explained to visitors and part of our booking terms and conditions.		

8. WILFUL FIRE RAISING

8.1	Does basic security against wilful fire raising appear reasonable?	Yes	
8.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes	
8.3	Comments and hazards observed: The building is located in a well-lit residential area of Durness and has no recorded vandalism. There is a police station in Rhiconich, 15 miles away. The waste bins are located within the rear yard and emptied on a regular basis.		

9. PORTABLE HEATERS AND HEATING INSTALLATIONS

9.1	Is the use of portable heaters avoided as far as practicable?		Yes	
9.2	If portable heaters are used:			
	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances avoided?		Yes	
	Are suitable measures taken to minimise the hazard of ignition of combustible materials?		Yes	
9.3	Are fixed heating appliances subject to regular maintenance?		Yes	
9.4	<p>Comments and hazards: The main heating is via a ground source heat pump system. There has previously been no regular servicing of this system and as such it failed in 2023. The system has been repaired as of September 2024 and a regular annual service contract is being sought by the current committee to avoid further issues.</p> <p>The heating system failed during the winter of 2023/24 and as such the building has been too cold for the community to use at times. The committee has been using a number of portable heaters during this time. It is my recommendation that these be PAT tested before the end of their warranty period and seek a heating service contract to avoid the need for them in the future.</p>			

10. COOKING

10.1	Are reasonable measures taken to prevent fires as a result of cooking?		Yes	
10.2	More specifically:			
	Filters changed and ductwork cleaned regularly?		Yes	
	Suitable extinguishing appliances provided?		Yes	
10.3	Comments and hazards observed: A kitchen is located within the conference room area. Fire blankets and extinguishers are both close at hand.			

11. LIGHTNING

11.1	Does the building have a lightning protection system?	N/A		
11.2	Comments and deficiencies observed: Not applicable at the time of assessment.			

12. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

12.1	Ignition sources: None
12.2	Comments and deficiencies observed: None at the time of assessment.

13. HOUSEKEEPING

13.1	Is the standard of housekeeping adequate	Yes	
13.2	More specifically:		
	Combustible materials appear to be separated from ignition sources?	Yes	
	Avoidance of unnecessary accumulation of combustible materials/waste?	Yes	
	Appropriate storage of hazardous materials?	N/A	
	Avoidance of inappropriate storage of combustible materials?	Yes	
13.3	Comments and hazards observed: The committee has recently hired a cleaner who attends the hall once a week. A committee member is looking after general building maintenance and works alongside the cleaner to ensure health & safety/fire safety measures are adhered to. There is a good standard of housekeeping noted throughout the building.		

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes	
14.2	Are fire safety conditions imposed on outside contractors?	Yes	
14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including hot work permits?	N/A	
14.4	Comments: Contractors are required to meet the bookings secretary for access to the building and are required to sign in and out. Only contractors having Hot Work policies and procedures in place would be hired in the event of needing such works done.		

15. DANGEROUS SUBSTANCES

15.1	Are gas cylinders stored or present on site?			No
15.2	Are Biomass boilers present on site?			No
15.3	In relation to Regulations 6 and 9 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 are the general fire precautions adequate to address the hazards that have been identified in 15.1/15.2 and associated with dangerous substances used or stored within the premises?	N/A		
15.4	Comments: Not applicable at the time of inspection.			

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1	Type: None	N/A		
16.2	Comments: Not applicable at the time of inspection.			

17. MEANS OF ESCAPE FROM FIRE

17.1	Is it considered that the building is provided with reasonable means of escape from fire?	Yes	
17.2	More specifically:		
	Adequate provision of exits?	Yes	
	Exits easily and immediately operable where necessary?	Yes	
	Fire exits open in the direction of escape where necessary?	Yes	
	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes	
	Satisfactory means of securing exits?	Yes	
	Reasonable distances of travel: - where there is a single direction of travel? - where there are alternative means of escape?	Yes	
	Suitable protections of escape routes?	Yes	
	Suitable precautions for all inner rooms?	Yes	
	Escape routes unobstructed?	Yes	
17.3	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?	Yes	
17.4	Comments and deficiencies observed: The building is equipped with 3 double leaf outward opening doors fitted with push bars. There are 2 located within the sports hall and one within		

	the conference room area. There is an additional single leaf door with push bar fitted in the corridor leading between toilets and changing rooms to the rear of the building. This leads to a rear courtyard area with a pathway leading to the front of the building and fire assembly point.
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18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1	Is it considered that there is:		
	Compartmentation to a reasonable standard ² ?		Yes
	Reasonable limitation of linings that may promote fire spread?		Yes
18.2	Comments and deficiencies observed: Not applicable at time of inspection		

19. ESCAPE LIGHTING

19.1	Is a reasonable standard of escape lighting provided ³ ?		No
19.2	<p>Comments and hazards observed: An emergency lighting system was installed during the original construction of the building in 2001. Paperwork held on site shows that the electrics within the building were last inspected in 2022 with a recommendation of 5 years for the next inspection.</p> <p>It was noted during the inspection that multiple emergency light fixtures were not working correctly and were in the process of replacement. In addition, bulbs have become dim as they reach the end of their life expectancy in the overhead illuminated escape exit door signage. It is noted that the committee are aware and have emergency bulkheads, batteries and bulbs on order and these will be fitted as a matter of urgency.</p>		

20. FIRE SAFETY SIGNS AND NOTICES

20.1	Is there a reasonable standard of fire safety signs and notices?	Yes	
20.2	Comments and hazards observed:		

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1	Is a reasonable manually operated fire alarm system provided ⁴ ?	Yes	
21.2	Is automatic fire detection installed?	Yes	
21.3	Are fire alarm signals transmitted to a remote Alarm Receiving Centre?		No
21.4	Comments and deficiencies observed: A fire alarm with automatic fire detection system is installed that is in accordance with the manufacturer's instructions. The system is inspected and serviced annually under a service contract agreement. It was last inspected in January 2024. and will be serviced again in January of 2025.		

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Is there reasonable provision of portable fire extinguishers?	Yes	
22.2	Are hose reels provided?		No
22.3	Comments and deficiencies observed: The fire fighting equipment was last inspected and serviced in June 2024 by suitably qualified personnel under an annual service contract agreement. A copy of the service certificate of conformity is found on the notice board area upon arrival, back dated copies are held in paper format in the building.		

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1	Type of system: None
23.2	Comments and deficiencies observed: Not applicable at the time of assessment.

24. OTHER RELEVANT FIXED SYSTEMS

24.1	Type of system: Fire Hydrants
24.2	Comments and deficiencies observed: Fire Hydrants are located on the public highway and are the responsibility of the Scottish Fire & Rescue Service.

25. LIFTS

25.1	Are Lifts Present?		No
	Comments:		

MANAGEMENT OF FIRE SAFETY**26. PROCEDURES AND ARRANGEMENTS**

26.1	Person responsible for fire safety: Durness Parish Hall Trustees		
26.2	Competent person(s) available to assist in implementation of fire safety legislation?	Yes	
	Comments: As above		
26.3	Appropriate fire policies and procedures in place?	Yes	
	Comments: I was satisfied that there were adequate procedures in place.		
26.4	People nominated to respond to fire?	Yes	

	Comments: All committee members are trained on what to do in the event of a fire		
26.5	People nominated to assist with evacuation?	Yes	
	Comments: All committee members are trained on what to do in the event of an evacuation		
26.6	Appropriate liaison with fire brigade?	Yes	
	Comments: Small community manned fire station knows the committee individually and as such would have no issue with liaising in the event of a fire.		
26.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes	
	<p>Comments: I found no evidence of a fire log book on site showing regular inspection of the break glass units, fire doors and emergency lighting. I'm assured that these are being regularly checked with the exception of the lighting due to ongoing work but there is no written log of this.</p> <p>It is my recommendation that the committee purchases a fire log book immediately and improves its management of fire safety in terms of basic admin.</p>		

27. TESTING AND MAINTENANCE

27.1	Adequate maintenance of workplace?		No
	Comments and deficiencies observed: See item 19		
27.2	Weekly testing and periodic servicing of fire detection and alarm system?	Yes	
	Comments: See section 26		
27.3	Monthly, six-monthly and annual testing routines for emergency lighting?		No
	Comments: See section 26		
27.4	Annual maintenance of fire extinguishing appliances?	Yes	
	Comments: Not Applicable		
27.5	Six-monthly inspection and annual testing of rising mains?	N/A	
	Comments: Not Applicable		
27.6	Weekly testing and periodic inspection of sprinkler installations?	N/A	
	Comments: Not Applicable		
27.7	Routine checks of fire exit doors and/or security fastenings:	Yes	
	Comments: See section 26		

27.8	Annual inspection and test of lightning protection system?	N/A		
	Comments: Not Applicable			
27.9	Other relevant inspections or tests: None			
	Comments: None Applicable at the time of inspection			

28. RECORDS

28.1	Appropriate records of:			
	Fire alarm tests?			No
	Escape lighting tests?			No
	Maintenance and testing of other fire protection systems?	N/A		
	<p>Whilst testing has been conducted regularly of the fire alarm there is no log book on site and recorded evidence of this. There is a collection of generic paperwork in a filing cabinet on site but also boxes of paperwork distributed to the new committee in recent months. It would be my advice to collect the paperwork into one place and organise it so it is accessible. These documents include details on servicing carried out and are not readily available in the event of inspection of the building.</p>			

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ☐ Fire Hazard ☐	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low
 Medium
 High

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm
 Moderate harm
 Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in a serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants. Accordingly, it is considered that the risk to life from fire at this building is:

Trivial
 Tolerable
 Moderate
 Substantial
 Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no details records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited costs.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

ACTION PLAN

Significant Outcomes					
Item	Priority	Requirements/Description	Person Responsible	Date Actioned	Sign
Sec 9	Portable heaters				
	Low	Seek new service contract for heating system to avoid usage of portable heaters in long term.	Committee		
Sec 19	Escape Lighting				
	High	Replace faulty emergency bulkheads	Committee	19 October 2024	ET
	Medium	Replace bulbs/batteries in illuminated escape signage above doors	Committee	12 October 2024	ET
Sec 26	Procedures & Arrangements				
	High	Purchase fire log book and record weekly testing of fire safety measures	Committee	5 October 2024	ET
Sec 28	Records				
	Low	Organise paperwork and service records. Keep in the filing cabinet on site	Committee		

Timescales

High
Medium
Low

Actioned Within One Month

Actioned within 3 Months

As Soon as Practicable