



Response to Request for Information

Reference EIR 081545
Date 7 August 2015

Himley Crescent

Request:

I am interested in documentary information you hold in relation to the Goldthorn Assembly hall on Himley Crescent .

Please provide documentation relating to Current Fire Risk Assessment , including any site or layout plans clearly showing fire exit points .Any Fire Safety Notices issued at any time . Any documentation detailing maximum occupancy

Response:

A recent Fire Risk Assessment is enclosed with this response. In respect of information relating identities and contact details of junior Council officers involved, the Council considers that this meets the definition for personal data set out in Section 1(1) of the Data Protection Act 1998 ("DPA") as:

"data which relate to a living individual who can be identified - (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual"

The Council thus considers that the requested information is caught by the exception to disclosure contained in Regulation 13 EIR, which relates to personal data.

To explain further, a disclosure made under the provisions of the EIR is judged to be a disclosure to the wider world and here the Council must consider disclosure of personal information in line with the provisions of the DPA.

Any disclosure of this information would be judged in this instance to breach DPA principles, notably the first principle – that of fair and lawful processing and the second principle-that of processing for specified and not-incompatible purposes.

Names and direct contact details have thus been redacted (removed).

[NOT PROTECTIVELY MARKED]

There have been no Fire Safety Notices issued and it has been established that the Council does not hold information relating to this. Thus, we are unable to provide any information relating to the above, and are informing you as required by Regulations 4-5 of the Regulations.

NAME OF PREMISES:

Goldthorn Assembly Hall

ADDRESS:

Himley Crescent

Goldthorn

WV4 5DA



Published in 2012 by Wolverhampton City Council
of Civic Centre, St Peters Square, Wolverhampton, WV1 1RG

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Health, Safety & Welfare

Jan 11

Version 1.1

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<p>PREMISES OWNER: Wolverhampton City Council</p> <p>ORGANISATION IN CONTROL OF THE PREMISES (if different):</p>	<p>RESPONSIBLE OFFICER: Alison Fowler</p> <p>NAME OF ASSESSOR (S): [REDACTED] – Health, Safety & Welfare Officer</p> <p>Date of Assessment: 18/08/2015</p> <p>Review Date: August 2016</p>
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STEP 1: BUILDING DESCRIPTION

<p>BRIEF DETAIL OF CONSTRUCTION (size, type, age):</p> <p>Net floor space is 136m² Traditional storey brick build Age of build between 1981 and 1990</p>
<p>USE OF BUILDING (services & activities) :</p> <p>Elections Office Use</p> <p>Approximate hours of use: 6:30am – 10:30pm</p>

STEP 2: OCCUPANCY PROFILE

<p>USER PROFILE (max number of users): The capacity for the main hall has been calculated as 100 persons.</p>
<p>DESCRIPTION OF OCCUPANTS (level of vulnerability/mobility): Presiding officer, 1-2 polling officials and a steady flow of public throughout the voting hours.</p>

<p>OTHER RELEVANT INFORMATION: The asset is currently vacant. The building is used annually for elections/bi-elections otherwise it is opened by BBP Security specifically for viewing/use by others.</p>
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STEP 3: BUILDING PLANS

Insert plans of your building or if you do not have any, use the space below to draw your building (this does not have to be to scale). Mark fire precautions equipment e.g. **fire doors, extinguishers, emergency lighting, fire alarms, fire detection, fire call points** (continue on further pages if necessary).

This risk assessment should be read in conjunction with asset plan LS0036 Goldthorn Assembly Hall.



STEP 4 FIRE SAFETY CHECKLIST

Please answer each question 'yes or no'.

- If the answer is '**NO**' record and **transfer** any significant hazards identified onto the **assessment of fire risk (step 5)** for evaluation and completion of the action plan.
- If the answer is '**YES**' list any relevant preventative measures in place.

4.1 Identify & remove or reduce the hazards

Detail any fire hazards within each area/room/floor:

Question <i>(Please refer to Fire Safety Guidance – step 1, page 6, for further information).</i>		
a) Have you removed significant sources of ignition? NO e.g. Smoking materials /matches, lighters, naked flames /hot work processes /portable heaters,/machinery, cooking, lighting equipment, friction /sparks, arson	b) Have you removed sources of fuel? NO e.g. flammable liquids /solvents /oils , chemicals, wood /paper /cardboard, plastics /rubber /foam, flammable gases, waste materials	c) Have you removed additional sources of oxygen? YES e.g. forced ventilation *, oxidising material, compressed gases
Area/room/floor:		
High level blow heaters above exit door in main hall and near to office door. Low level storage heaters within main hall, games room, office, and WCs with evidence of scorch marks to the walls. Kettle and toaster in kitchen cupboard. Matches in kitchen cupboard. Lighting. Fixed electrical installation.	Extremely flammable insect spray in kitchen cupboard. Dividing curtain in main hall. Curtain across cupboard in kitchen. Soft furnishings. Some paper.	

4.2 Identify people at risk

Question <i>(Please refer to Fire Safety Guidance – step 2, page 8, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you identified who is at risk and why?	Yes	Employees, contractors and site users.
b) Have you evaluated the risk to people in your building if a fire starts?	Yes	

4.3 Fire-detection and warning systems

Questions <i>(Please refer to Fire Safety Guidance – step 3.4.1, page 12, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the need for fire detection and warning?	Yes	As the building is vacant and the number of site users at anyone time low (less than 20) automatic fire detection and warning is not required.
b) Is the fire warning system sufficient to allow early warning and evacuation of all the rooms?	Yes	The current system relies on an individual raising the alarm by shouting a clear command to evacuate the building.
c) Is the fire warning system linked to a monitoring system?	No	
d) Are the detectors of the right type and in the appropriate locations?	Yes	A domestic smoke detector is available in the kitchen however the battery has been removed. The current risk of a fire occurring in the kitchen is low.
e) Can the means of warning be clearly heard and understood by everyone throughout the whole building?	No	The current system relies on verbal commands some site users may not be able to understand the command due to a hearing impairment or language barrier.
f) Are there provisions for people or locations where the alarm cannot be heard?	No	Those site users with hearing impairments would not hear the command to evacuate.
g) If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	N/A	

4.4 Firefighting equipment and facilities

Question <i>(Please refer to Fire Safety Guidance – step 3.4.2, page 13, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the need for firefighting equipment?	Yes	
b) Are the extinguishers suitable for the purpose?	No	The extinguishers have not been tested or maintained since 03/07 and it is not known if they are fit for use.
c) Are there enough extinguishers sited Yes	Yes	There are 3 extinguishers on site for an area of 136m ² .

Question <i>(Please refer to Fire Safety Guidance – step 3.4.2, page 13, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
throughout the premises at appropriate locations?		
d) Are the right types of extinguishers located close to the fire hazards and near to fire exits?	Yes	1 water extinguisher in the entrance lobby, 1 water extinguisher in the main hall and 1 CO ₂ in the kitchen.
e) Are the extinguishers visible or does their position need indicating?	No	The extinguishers are visible but in order to determine the class of fire they can tackle they must be detached from the wall.
f) Have you taken actions to prevent the misuse of extinguishers?	No	Extinguishers are wall mounted.
g) Are those who test and maintain the equipment competent to do so?	No	It was not possible to determine who is responsible for the testing and regular maintenance of the extinguishers. There was no evidence of the key holders BBP security undertaking these checks.

4.5 Escape routes

Question <i>(Please refer to Fire Safety Guidance – step 3.4.3, page 14, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by determining where your escape routes are?	Yes	There are 2 escape routes both of which are clearly sign posted.
b) Is your building constructed, so that, if there is a fire, smoke will not spread through the building to the extent people are unable to use the escape routes?	Yes	The building is brick built with part pitched and part flat roof. The size of the escape routes are less than 30 meters in length.
c) Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	Yes	There were no visible holes in walls, ceiling or floor.
d) Can all the occupants escape to a place of total safety in a reasonable time (refer to records of recent fire drills for evidence)?	No	There was no evidence of fire drills.
e) Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. employees, members of the public, young children, and disabled people?	No	When exiting the rear exit the occupants have to descend a number of steps to move away from the building this exit would be unsuitable for mobility impaired and potentially those with a visual impairment as the edge of the steps have not been highlighted. The width of the rear exit is 895mm and is not suitable for some wheelchair users.
f) Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	No	When exiting through the door to the rear of the building occupants are contained within a locked enclosure used by the adjoining allotment holders. The key for the gate was not available.
g) Are the escape routes and final exits kept	Yes	



Question <i>(Please refer to Fire Safety Guidance – step 3.4.3, page 14, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
clear at all times?		
h) Do the doors on escape routes open in the direction of escape?	Yes	
i) Can all final exit doors be opened easily and immediately if there is an emergency?	Yes	The entrance door is unlocked when the building is unoccupied. The rear door is push bar operated.
j) Will everybody be able to safely use the escape routes from your premises?	No	See 4.5(f) above.

4.6 Emergency escape lighting

Question <i>(Please refer to Fire Safety Guidance – step 3.4.4, page 17, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by determining whether your lighting and emergency lighting are adequate?	Yes	Emergency lighting is available.
b) Are your premises used during periods of darkness?	Yes	
c) Will there always be sufficient lighting to safely use escape routes?	No	This risk assessment was not undertaken during periods of darkness. It could not be identified if the installed emergency lighting works. The LEDs which indicate that the emergency lighting and back up power is available was not lit. There is a security light to the front and rear of the property however it could not be determined if they work. Street lighting is available to the front of the building and so some borrowed lighting is available.
d) Do you have back-up power supplies for your emergency lighting?	No	This could not be determined during the risk assessment.

4.7 Signs and notices

Question <i>(Please refer to Fire Safety Guidance – step 3.4.5, page 17, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by checking that you have adequate signs and notices?	Yes	Some fire exit signs have been installed.
b) Where necessary are escape routes and exits, the locations of firefighting equipment indicated by appropriate signs?	No	Fire exits are clearly sign posted however there are no signs to indicate the type of fire an extinguisher can be used on. A small notice was above the water extinguisher to state it should not be used on electrical fires. The notice was not designed to British standards. There are no fire action

Question <i>(Please refer to Fire Safety Guidance – step 3.4.5, page 17, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
		notices installed.
c) Are you maintaining all the necessary signs and notices so that they continue to be correct (e.g. don't lead to disused exits), legible and understood?	Yes	Installed signs are suitable and sufficient.

4.8 Installation, testing and maintenance

Question <i>(Please refer to Fire Safety Guidance – step 3.4.6, page 18, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Do you keep a log book to record tests and maintenance?	No	There was no evidence of a fire log book being used nor was there evidence of regular fire safety checks being undertaken.
b) Do you regularly check all fire doors and escape routes and associated lighting and signs?	No	
c) Do you regularly check all your firefighting equipment?	No	Fire extinguishers had not been checked since 03/2007.
d) Is electrical equipment subject to regular testing and inspection (i.e. PAT and fixed installation testing)?	No	It was advised by BBP security that the fixed electrical installation was upgraded in April/May 2015. There was no documentation to confirm this. The electrical items identified onsite had not been subject to a PAT test in the last 2 years.
e) Do you regularly check your fire-detection and alarm equipment?	No	There was no evidence to suggest that the domestic smoke detector had been checked and the battery had been removed.
f) Are those who test and maintain the equipment competent to do so?	Yes	Evidence of independent maintenance and testing of the emergency lighting was not available. Where council approved contractors are used to test/maintain equipment they are competent to do so. BBP security has not been asked to check fire safety measures as part of their role as key holders.

4.9 Emergency plans

Question <i>(Please refer to Fire Safety Guidance – step 4.2, page 20, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Do you have an emergency plan and, where necessary, have you recorded the details?	No	There was no evidence of a documented emergency plan and fire action notices were not available.
b) Where appropriate have you documented a personal emergency evacuation plan (PEEPS) for those employees and service users at greater risk (i.e. those with disabilities)?	No	A general emergency evacuation plan for those who may require support evacuating the building had not been completed.
c) Have you informed your employees about the emergency plan?	N/A	

Question <i>(Please refer to Fire Safety Guidance – step 4.2, page 20, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
d) Does your plan take account of other emergency plans applicable in the building?	N/A	
e) Is the plan readily available for employees to read (i.e. stored in a prominent place)?	N/A	There is no plan in place.

4.10 Inform, instruct, co-operate and co-ordinate

Question <i>(Please refer to Fire Safety Guidance – step 4.3, page 21, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you informed guests and visitors about what to do in an emergency as part of the induction procedures?	No	There are no plans in place for dealing with emergency situations.
b) Have you identified the people nominated to undertake specific roles & duties in respect to fire safety (include those involved with PEEPs)	No	There was no evidence to suggest that polling officials are nominated to undertake specific fire safety duties.
c) Have you given employees information about any dangerous substances?	No	There was no evidence to suggest that polling officials or BBP Security have been informed of the location of the extremely flammable substance.
d) Do you have arrangements for informing temporary, agency employees contractors?	No	Fire safety arrangements have not been discussed with BBP Security or polling officials.
e) Have you co-ordinated your fire safety arrangements with other responsible people in the building?	N/A	

4.11 Fire safety training

Question <i>(Please refer to Fire Safety Guidance – step 4.4, page 22, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have your employees received fire safety training?	No	Polling officials do not receive fire safety training prior to their elections duty.
b) Have you carried out a fire drill recently and recorded the relevant detail in the logbook?	No	There is no evidence of fire drills or the use of a fire log book.
c) Are employees aware of specific tasks if there is a fire?	No	There was no evidence of employees training.
d) Have you nominated an adequate number of trained fire marshals?	No	When the building is occupied employees are not nominated as marshals.
e) Are you maintaining a record of training sessions?	No	
f) Do you carry out joint training and fire drills in	N/A	



Question <i>(Please refer to Fire Safety Guidance – step 4.4, page 22, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
multi-occupied buildings?		
g) If you use or store hazardous or explosive substances have your employees received appropriate training?	N/A	



STEP 5 ASSESSMENT OF FIRE RISK - Evaluation of Significant Findings & Action Plan.

Name of Premises: Goldthorn Assembly Hall

Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.1	Ignition sources – blow heaters.	High level heaters switched off when not in use.	Low	Heaters to be subject to routine maintenance.		
4.1	Ignition sources – storage heaters.	Caged storage heaters switched off when not in use.	Med	Determine the reason for scorch marks above the heaters and make safe before use or decommission.		
4.1	Ignition sources – portable electrical equipment.		Low	Portable electrical equipment including heaters must be subject to PAT testing.		
4.1	Ignition sources – matches.	Small box of matches stored in wall cupboard.	Low	Remove matches from site.		
4.1	Ignition sources – fixed electrical installation.	Fixed electrical installations tested and upgraded in 2015.	Low	Determine the date of fixed electrical installation upgrade and inspection and ensure the installation is subject to routine inspections at least every 5 years.		
4.1/4.10(c)	Fuel sources – extremely flammables.	Insect spray aerosol (extremely flammable) stored in wall cupboard.	Low	Remove aerosol from site if no longer needed.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.1	Fuel sources – curtains and soft furnishings.		Low	Curtains and soft furnishings should be treated with a fire retardant spray or replaced.		
4.1	Fuel sources – paper.		Low	Keep stored paper to a minimum.		
4.3(d)	Unsuitable methods of raising the fire alarm.		Med	If the building is to be reoccupied for permanent use a fire alarm system should be installed this can be a manual system such as fire bell or air horn.		
4.3(e)	Unsuitable methods of raising the fire alarm.		Med	Ensure that when the building is used by the election team or others a means for safely evacuating all sites users is available. An appropriate command should be relayed verbally taking into consideration any language limitations.		
4.3(f)	Unsuitable methods of raising the fire alarm.		Med	Where there is a possibility of site users being unable to hear or interpret the 'alarm' a secondary system for safely evacuating the building must be available.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.4(b)	Fire fighting equipment unusable.	Competent contractor scheduled to undertake required inspection, testing and maintenance week beginning 31 st August 2015.	High	If the building is reoccupied and before use by the elections team fire extinguishers must be subject to routine maintenance and inspection by a competent qualified contractor.		
4.4(e)	Unable to determine the correct extinguisher for use on a fire.	Classification for use of an extinguisher is printed on the body of it.	Med	If the building is reoccupied extinguisher signs should be located near to them to identify the class of fire it can be used on.		
4.4(b)/(g)	Fire fighting equipment unusable.		High	Agree and identify with BBP Security their responsibilities relating to fire safety checks. Ensure evidence of checks is obtained for all aspects of fire safety including fire fighting equipment.		
4.5(d)/4.11(b)	Unable to evacuate to a place of total safety in a suitable time.	Fire exit sign posts site users to the final exit.	Low	If the building is reoccupied regular drills must be undertaken.		
4.5(e)	Unable to evacuate to a place of total safety in a suitable time.		Med	The steps outside of the rear exit must have the edges highlighted as an aid to those with visual impairments. A sign on the door to indicate the presence of steps is also required.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.5(f)	Unable to evacuate to a place of total safety in a suitable time.		Med	If the building is reoccupied arrangements must be made for the gate adjacent to the building to be operable. The key to the pad lock must be provided for use by occupants of the assembly hall.		
4.6(c)/(d)	Occupants unable to escape in periods of darkness.	Emergency lighting is installed and some borrowed lighting from Himley Crescent.	Low	Before the building is used for elections and prior to the building becoming reoccupied emergency lighting must be tested by an independent contractor. Enough time must be given for the battery to recharge to ensure the lighting will work in an emergency during periods of darkness. It must be determined if borrowed lighting is sufficient to all occupant to use the rear door and steps safely during hours of darkness. Where borrowed lighting is insufficient external emergency lighting must be available.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.7(b)	Occupants unable to use fire fighting equipment to aid their escape from the building.	Fire extinguishers state the class of fires they can be used to tackle on the body of them.	Med	Before the building is used for election or prior to the reoccupation of the building fire extinguisher signs must be installed to allow occupants to quickly identify the type of fire the extinguishers can be used to tackle.		
4.7(b)/4.10(a)	Occupants unaware of action to take in a fire emergency.	Fire exit signage available.	Low	Before the building is used for elections and prior to the reoccupation of the building fire action notices detailing action to take in the event of a fire which includes details regarding contacting the fire service.		
4.8(a)/(b)/(c)	Testing and maintenance of fire equipment not carried out.		Med	In house and independent tests must be carried out and recorded as per a fire log book. If required a fire log book is available from the health and safety team.		
4.8(d)	Malfunction of electrical equipment.	Fixed electrical installation tested and upgraded in April/May 2015	Low	Determine the date of the electrical installation inspection /upgrade. The date should be added to the distribution board. Portable electrical items must be subject to a PAT test unless they are brand new. This includes items used by the elections team.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.8(e)	Relying on a fire alarm which does not work.	The smoke detector is scheduled for removal or battery replacement week beginning 31 st August 2015.	High	There is no requirement for a domestic smoke alarm to be used in the kitchen. This should be removed or the battery replaced to prevent reliance upon it to raise an alarm during the elections or when the building is reoccupied.		
4.9(a)/4.10(a)/4.10(b)/4.11(c)	Employees not knowing how to respond in event of fire and unfamiliar with roles and responsibilities.	Med		Before the elections or if the building is reoccupied ensure a detailed evacuation plan is developed detailing roles and responsibilities and taking into consideration out of hours procedures. Share the plan with relevant occupants and ask them to sign to say that they have read and understood the plan.		
4.9(b)	Inability to safely evacuate the building within the required time.		Med	Before the elections or if the building is reoccupied develop a general emergency evacuation plan detailing how those with impairments can be safely evacuated from the building. Share the plan with relevant occupants and ask them to sign to say that they have read and understood the plan.		



Item No	Hazards (significant findings)	Existing Control Measures (if any)	Risk Evaluation / Priority (High/Med/Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
4.11	Employees have not received fire safety training.		High	Before the elections polling officials must receive fire awareness training and should be asked to sign to say that they have attended and understood the training. Part of the training should include employees making themselves familiar with the site and fire equipment and understanding how fire is managed.		

Assessor(s) Signature		Date:	18/08/2015	Last Reviewed on	02/09/2015
Line Managers Signature		Date:			