



FIRE PRECAUTIONS LEGISLATION

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT / REPORT

ILKLEY MANOR HOUSE, ILKLEY

Use: Public Events/Museum/Exhibitions and Meetings Etc.

Report Compiled by: Roger J Tilbrook

Survey Undertaken: 2.10.18

Report Date: 10.10.18

Review Date: October 2021 or following major alterations (Ref item 1.10).



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1. Introduction

- 1.1 The purpose of this report is to provide an assessment of risk to life from fire and does not address the risk to property or business continuity from fire. The report is based in part on information provided by others. No liability can be accepted for the accuracy of such information.
- 1.2 The author of this report is not a specialist in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.
- 1.3 Statements relating to the fire resistant structure are based on visual inspection of readily accessible areas. No samples have been taken unless specifically referred to.
- 1.4 Statements relating to escape lighting are based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards have been carried out.
- 1.5 Statements relating to the fire alarm system are based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standards have been carried out.
- 1.6 Statements relating to Disability access or procedures are for guidance only this document does not constitute a full Access Audit.
- 1.7 This document is not a Structural Survey or an asbestos survey.
- 1.8 Comments regarding management of fire safety are not intended to represent a legal interpretation of responsibility, but merely reflect the management arrangement in place at the time of this risk assessment.
- 1.9 This Fire Risk Assessment has been carried out by a competent person. The actions required as a result of the risk assessment are tabulated within the Action Plan. These have all been allocated a risk rating, which should aid prioritising remedial actions to ensure better risk control. Those findings allocated a rating of four or five on a scale of one to five (one being insignificant, five being severe) must be action as a priority and within a timescale that is proportional to the risk rating.

Review

- 1.10 The Fire Risk Assessment should be reviewed periodically but this period should not exceed 3 years from the initial assessment / report date. It should always be reviewed following a fire, if any significant alterations take place to the workplace, the work environment, the activities performed, the materials used, or the type and number of people present.

2. Construction

Main Structure:

2.1 Structural Frame identified Yes

Details / Comments:
Historic Listed Building with solid stone external walls.

Roof

2.2 Roof profile and construction materials identified. Yes

Details / Comments:
Timber with natural stone slates.

2.3 Roof insulation materials identified. No

Details / Comments:
No roof insulation to the majority of the building.

Internal Walls / Partitions & Construction Materials Used:

2.4 Common Areas materials identified Yes

Details / Comments:
Mixture of partitions, timber screens and original masonry walls.

Ceiling Type & Construction Materials Used:

2.5 Materials identified Yes

Details / Comments:
Exposed timber, original lath and plaster, some new plasterboard.

Floor Type & Construction Materials Used

2.6 Materials identified Yes

Details / Comments:
Solid stone slates in ground, suspended timber on upper floors. Compartmentation to be considered in the future.

Approximate Floor Area:

- 2.7 Scale Drawings were available:
2.8 Scale drawings indicate that the building is approximately:

Yes
Gnd 185m² GIA
1st 185m² GIA
2nd 42m² GIA
TOTAL = 412m² GIA

Number of Floors / Use:

- 2.9 How many floors are there in total

3 No.

- 2.10 The floors are utilised as follows:

Floor	Use
Ground	Public spaces, offices and WCs.
First	Public spaces, offices, kitchen and WC.
Second	Storage.

Details, Other ancillary spaces: (plant rooms etc):
Basement meter room in No. 6.

Neighbouring premises type / occupancy:

- 2.11 Are there any buildings within 100m
2.12 How many buildings within 100m

Yes
20+

- 2.13 Use of Adjoining Buildings

Offices, Workshops Shops Church Residential Public House

Occupancy

- 2.14 Maximum occupancy of building (details tbc)

100+

2.15 Previous Fire Losses/History:

Details of any previous fire incidents brought to the attention of the assessor:
None

- Have actions arisen from this section and are these identified on the action plan in SECTION 2.

No

3. Risk Assessment

The IMH was previously used and occupied as a museum and closed in 2015. This FRA is based upon the current use.

- | | |
|---|-----|
| 3.1 Is a fire assessment currently available locally? | N/A |
| 3.2 Have findings from the assessment been actioned and signed off? | N/A |
| 3.3 Has the assessment been reviewed? | N/A |
| 3.4 Date of the review | N/A |
| 3.5 Is Arson a potential problem? (consider the area, waste storage, security arrangements and neighbouring properties) | N/A |

Details / Comments:

- | | |
|---|----|
| Have actions arisen from this section and are these identified on the action plan in SECTION 2. | No |
|---|----|

4. People at Risk

All staff, friends and visitors to the IMH.

Contractors

Contractors include those providing catering, service and maintenance support for key items of equipment, plan and apparatus. Currently arranged through BMDC and IMHT. Procedures required to ensure that any procedures are communicated as appropriate.

Visitors

- | | |
|--|-----|
| 4.1 Visitors are given appropriate information of Fire Procedures? | TBC |
| 4.2 Are visitors mentored by their Host at all times during their visit? | No |
| 4.3 Further review of contractor's procedures recommended? | Yes |

Disabled Persons

- | | |
|---|-----|
| 4.4 Are disabled persons on site. | Yes |
| 4.5 Is there suitable access for disabled persons? | No |
| 4.6 Are there suitable procedures / systems to evacuate disabled persons? | No |

4.7 Are wardens trained in the procedures/systems to evacuate disabled persons?

Children

4.8 Are children allowed in the premises as visitors?

4.9 If Yes are they constantly supervised by a parent, guardian or other suitable adult?

Have actions arisen from this section and are these identified on the action plan in SECTION 2.

5. FIRE-FIGHTING EQUIPMENT

Extinguishers

5.1 Fire fighting equipment is supplied by a competent contractor as part of the BMDC SLA.

5.1.i Name of contractor: Churches Fire

5.1.ii Last Inspection: Sept 2017 due Sept 2018 (Now overdue).

5.2 Fire fighting equipment is marked with suitable signage, which is clearly visible and displayed at its location.

5.3 A plan is available that indicates the location and type of extinguisher. Ask BMDC.

5.4 **Additional equipment provided** (e.g. fire hose reels, dry risers, wet risers, sprinklers).

Details: Where is the fire fighting equipment located? Identify type – fire hose reels, dry risers, wet risers, sprinklers etc . Some need brackets.

Alarm

5.5 Are the premises are protected by a fire alarm system?

Details: No conforming standard could be identified / A read out which indicated that it conformed with **BS/EN54-2. 1998.**

5.6 The system is zonal, fully addressable with a main indicator panel?
System covers IMH and adjoining cottages.

State where the main indicator panel is located: In lower cupboard in IMH ground floor office.

5.7 Is this monitored by the reception / security present on site?

5.8 Is the system is linked to a remote central monitoring centre via RedCare signalling?

Breakglass Call Points Used	Smoke/Heat Detectors Used	Sounder Type	Audio and Visual
Yes	Yes	Two Tone Siren	No

- 5.9 Is the fire detection and alarm system is tested weekly?
- 5.10 The fire detection and alarm system is tested by an approved contractor (name): Rosse Systems.
- 5.11 Details of both tests are recorded and details held locally.
- 5.12 Specialised Fire Detection System are present
- Have actions arisen from this section and are these identified on the action plan in SECTION 2.

6. SIGNAGE

- 6.1 Fire doors display the appropriate signage? (e.g. fire door keep shut/locked)
- Fire doors display fire exit keep clear notice where appropriate / in all appropriate areas?
- 6.2 Exit routes from the building are signed using pictogram exit signs?
- 6.3 Building drawings exist which indicate primary and secondary fire routes? No. 4 2 No. Exits and 1 No. FE.
- 6.4 Emergency lighting does aid viewing of the signage and exit ways in power failure conditions?
- 6.5 Fire Actions Notices are displayed at each exit?
- 6.6 A fire evacuation procedure has been devised?
- 6.7 The fire evacuation procedure is displayed at key locations?
- 6.8 Other types of fire safety signs have been located around the workplace as necessary?
- 6.9 Signs observed complied with the Health and Safety (Safety Signs and Signals) Regulations 1996?
- Minor discretions are identified in the action plan attached?
- Have actions arisen from this section and are these identified on the action plan in SECTION 2.

7. FIRE AWARENESS TRAINING

Training

- | | | | |
|------------|--|--|------------|
| 7.1 | The majority of staff have received information on the fire evacuation procedure as part of the induction training? This applies to new temporary or transferred staff. Training includes: | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 7.2 | How to raise an alarm should they discover a fire | | |
| 7.3 | Actions and procedures to follow in the event of a fire | | |
| 7.4 | Location and use of the firefighting equipment provided | | |
| 7.5 | Location and use of escape routes and exit door operating systems. | | |
| 7.6 | Location of the assembly point. | | |
| 7.7 | Any specific duties they may have in the event of a fire and who to report to (this usually only applies to Fire Wardens, First Aiders, Incident Controllers and Engineering/Facilities staff. | | |

Fire Drills and Log

- | | | | |
|------------|---|--|------------|
| 7.8 | The fire procedures / system is tested by using a fire drill IMHT to consider as part of Management strategy. | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 7.9 | How many times a year is the is the procedure / system tested | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 7.10 | When was the last recorded fire drill undertaken. | <table border="1"><tr><td>N/A</td></tr></table> | N/A |
| N/A | | | |
| 7.11 | Are records maintained locally (if implemented). | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 7.12 | Fire training and false alarm evacuations are recorded in the Fire Log Book. | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 7.13 | Is the fire log book / report log maintained locally? | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| | Have actions arisen from this section and are these identified on the action plan in SECTION 2. | <table border="1"><tr><td>Yes</td></tr></table> | Yes |
| Yes | | | |

8. EMERGENCY CONTACTS

- | | | | |
|------------|---|--|------------|
| 8.1 | There is a list of nominated person(s) for out-of hours emergencies | <table border="1"><tr><td>No</td></tr></table> | No |
| No | | | |
| 8.2 | The list is located: | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |
| 8.3 | Formal procedures are in place to contact the Fire Service
7.3.i Nominated person to contact fire service: | <table border="1"><tr><td>TBC</td></tr></table> | TBC |
| TBC | | | |

Emergency Pack

8.4 An emergency pack with information for the Fire and Rescue Service is available at the main final exit point of the building?

8.5 The emergency pack will be taken from the building by a nominated person or incident controller to the control point. Position & name:

A typical pack would include:

- Building plans indicating:
- 8.5.i Electrical emergency isolation
 - 8.5.ii Gas emergency isolation
 - 8.5.iii Water supplies - Mains
 - 8.5.iv Water supplies - Tanked
 - 8.5.v Water supplies - Natural water sources
 - 8.5.vi Highly flammable materials / substances and quantity
 - 8.5.vii Dangerous substances materials and quantity
- Fire alarm system and equipment plans, indicating:
- 8.5.viii Call points detectors and other specialised equipment
 - 8.5.ix Fire exit routes and doors
 - 8.5.x Refuge area
 - 8.5.xi Fire hose reels
 - 8.5.xii Dry / wet risers
 - 8.5.xiii Sprinklers
- Other information:
- 8.5.xiv Emergency contact details
 - 8.5.xv Incident Management / Business Continuity Plan
 - 8.5.xvi Water supplies

Have actions arisen from this section and are these identified on the action plan in SECTION 2.

9. EMERGENCY ROUTES AND EXITS

Escape Distances

9.1 Distances have been reviewed and considered adequate

9.2 Exit routes are kept clear of stored material and deliveries

9.3 The exit routes and general fire safety within the building are checked as part of a periodic workplace inspection

9.4 State frequency:
Indicate dates of last two inspections:

9.5 Issues raised are attended to by the appropriate person commensurate with the associated risk posed by the issue.

9.6 Fire Exit Routes are constructed within fire protected enclosures **N/A**

Assembly Points

9.7 Is there a designated assembly point? **Yes**

Details: The assembly point is located approximately 50m from the building. Close to the turning circle behind the Church.

9.8 Is this the most suitable location available locally **Yes**

9.9 Could the people travelling to or assembled at the location hinder Fire Brigade Access **No**

Doors

9.10 The fire doors within the building / demised area are checked as part of a periodic workplace inspection. **TBC**

9.11 Inspection records are held locally **Yes**

9.12 Are fire door fastenings suitable **Yes**

9.13 Are they simple to use **Yes**

9.14 Has suitable signage been provided with simple operating instructions **N/A**

There are final exit doors, plus the main entrance, which will give egress from the building at ground floor level. Note consider changing ironmongery to FE doors.

9.15 How many final exits are provided **3 No.**

Details of Escape Routes:
One either side of the passage on ground and one at bottom of stairs from upper room.
It is essential the external gate is also opened when the IMH is in use with visitors.

Have actions arisen from this section and are these identified on the action plan in SECTION 2. **Yes**

10. EMERGENCY LIGHTING

10.1 Is emergency lighting provided **Yes**

10.2 Was the emergency lighting provided considered appropriate? **Yes**

10.3 Could it be ascertained to what standard the emergency lighting had been installed? **No**

10.4 Test switches are fitted locally to the emergency lighting units **Yes**

10.5 Are keys available locally for the test switches? **Yes**

10.6 Is emergency lighting maintained by a competent person / **Yes**

contractor?

Name of competent person / contractor: BMDC SLA details TBC

10.7	Maintenance records are available locally	TBC
10.8	The last repair / service sheet is dated	TBC
10.9	Flick tests are undertaken monthly	No

Details: By

10.10	One hour discharge tests are undertaken six monthly	No
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Details: By

10.11	Three hour discharge tests are undertaken annually	No
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Details: By

	Have actions arisen from this section and are these identified on the action plan in SECTION 2.	Yes
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11. MAINTENANCE

11.1	Additional fire stopping is required	No
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11.2 Specify details (the exact location including floor and illustrate the requirements using photographs in the action plan)

Electrical Appliances

11.3	Electrical appliance observed during the visit displayed a PAT (Portable Appliance Test) test label which indicated a unique reference number and next test date which could be cross referenced against the an appliance test register.	No
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	Have actions arisen from this section and are these identified on the action plan in SECTION 2.	Yes
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12. PROTECTION OF FIRE FIGHTERS

The building is too small and simple in layout to additional protection measures. However fire suppression systems should be considered as part of long term plans.

13. DANGEROUS FLAMMABLE SUBSTANCES

13.1 Dangerous substances are kept to a minimum within the work environment. **Yes**

Tenants to undertake their own FRA and review of substances. IMHT to monitor common parts. Those noted are recorded below:

13.2 Are dangerous / flammable substances located at these premises? (ask local management / tenants) **Yes**

13.3	Poor housekeeping / accumulated waste materials	TBC
	Location / Qty:	Review storage in attic.
	Mgt Controls Applied:	
	Safety Signs:	

13.4	Excessive paper storage (not working documents)	No
	Location / Qty	
	Mgt Controls Applied	
	Safety Signs	

13.5	Furniture which has no fire resistance indicated (BS Standard 7176 & 7)	No
	Location / Qty	
	Mgt Controls Applied	
	Safety Signs	

13.6	Are smoking restrictions applied and managed?	Yes
	Location / Qty	Whole building.
	Mgt Controls Applied	
	Safety Signs	Add/provide signage.

13.7	Are halogen / tungsten or high heat lamps located near combustibles?	No
	Location / Qty	
	Mgt Controls Applied	
	Safety Signs	

13.8	Gas bulk storage boilers/burners. No Gas.	N/A
	Location / Qty	
	Mgt Controls Applied	
	Safety Signs	

13.9	Bottled gas (portable gas cylinders).	N/A
	Location / Qty	
	Mgt Controls Applied	
	Safety Signs	

13.10	Oil tanks, boilers/burners	No
	Location / Qty	



Mgt Controls Applied	
Safety Signs	

13.11	Paints / thinners	No
Location / Qty		
Mgt Controls Applied		
Safety Signs		

13.12	Is hot work undertaken in the premises?	No
Location / Qty		
Mgt Controls Applied		
Safety Signs		

13.13 Would a fire / explosion be likely to affect people in the vicinity, especially those who may have been evacuate?

13.14 Would fire water run off or air borne material cause environmental damage?

13.15 Are adequate pollution prevention controls and procedures in place?

Have actions arisen from this section and are these identified on the action plan in SECTION 2.

14. FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800¹: BS 8800: 1996. *Guide to occupational health and safety management systems.*

Potential consequences of fire ⇒ Fire hazard ↓	Slightly harmful	Harmful	Extremely harmful
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 these premises is:

Low Medium High

Taking into account the nature of the premises 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:

Slightly harmful Harmful Extremely harmful

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

Slightly harmful: Outbreak of fire very unlikely to result in serious injury or death of any occupant.

Harmful: Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.

Extremely harmful: Potential for serious injury or death of one or more occupants.

BS 8800: 1996. *Guide to occupational health and safety management systems*

1. Assessment completed by: **Roger J Tilbrook MRICS**

Acting on behalf of Ilkley Manor House Trust

EXECUTIVE SUMMARY FIRE RISK ASSESSMENT ACTION PLAN for: ILKLEY MANOR HOUSE, ILKLEY

Date: 2.10.18

Conducted by: Roger J Tilbrook

The following have been recorded to action/consider upon completion of the FRA dated October 2018.

Section	Hazard / Issue identified	Level of Risk	Recommended further action	Person / Depart to action	To be completed by
1	Construction				
1.1	Review compartmentation as part of future works (notably timber separating floors).	2	Future plans require detailed Fire Engineering design.	IMHT	When major works implemented
2	Previous FRA		No Action.	-	-
3	People at Risk				
3.1	IMHT to ensure that necessary contractors and all visitors are provided with details of fire and emergency procedures. This will require review of current documentation available and possible production of procedures and processes.	3	Produce documentation and train staff, provide notices etc. All to be backed up by a Management Action Plan.	IMHT	3 months
3.2	Specific items to consider is the document to include the kitchen, hot works, flammable materials/substances and procedures to accommodate disabled people, visitors and children.	3	Management procedures to be developed and confirmed.	IMHT	3 months

EXECUTIVE SUMMARY FIRE RISK ASSESSMENT ACTION PLAN for: ILKLEY MANOR HOUSE, ILKLEY

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Section	Hazard / Issue identified	Level of Risk	Recommended further action	Person / Depart to action	To be completed by
4.	Fire Fighting Equipment				
4.1	Fire extinguisher inspection was due in September 2018 and is now outstanding. BMDC to undertake as part of SLA.	3	Ensure inspection undertaken.	IMHT	ASAP (Mid Nov latest)
4.2	Once kitchen operational extinguishers and blankets tbc.	1	When kitchen operational review details.	IMHT/Kitchen user	When appropriate
4.3	IMHT or specialist contractor to provide a drawing showing locations of fire extinguishers and equipment (check BMCD SLA).	3	Ask Churches Fire to produce plan.	IMHT	Mid Nov 2019
4.4	Testing regime for the fire alarm and equipment to be reviewed and implemented including requirement for evacuation lists/fire drills and details of where/how information is recorded.	3	To be discussed and reviewed, implemented and recorded.	IMHT	By Dec 2018
4.5	Consider separating Cottage and IMH alarm panels (future works).	1	Decision to be taken by IMHT.	IMHT	Not urgent

EXECUTIVE SUMMARY FIRE RISK ASSESSMENT ACTION PLAN for: ILKLEY MANOR HOUSE, ILKLEY

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Section	Hazard / Issue identified	Level of Risk	Recommended further action	Person / Depart to action	To be completed by
5.	Signage		No action		
6.	Training				
6.1	Volunteers to be made aware of fire policies and procedures, fire drill and evacuation details.	3	IMHT to implement training weekend.	IMHT	4 months
6.2	IMHT to consider and implement fire drills for IMHT including details of recording action taken.	3	IMHT to review and implement management procedures including recording details.	IMHT	3 months
7.	Emergency Contacts				
7.1	IMHT to consider producing and distributing list of nominate contacts for emergencies and publishing/issuing details to volunteers and all users/hirers.	2	IMHT to review and implement.	IMHT	Review ASAP implement as appropriat.
7.2	IMHT to consider preparing a full emergency pack for the Ilkley Manor House.	2	IMHT to review and implemented.	IMHT	Review ASAP implement as appropriate

EXECUTIVE SUMMARY FIRE RISK ASSESSMENT ACTION PLAN for: ILKLEY MANOR HOUSE, ILKLEY

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Section	Hazard / Issue identified	Level of Risk	Recommended further action	Person / Depart to action	To be completed by
8.	Routes and Exits				
8.1	Ensure the external gate is unlocked to allow emergency exit when Manor House is occupied (record details in policies (procedures).	5	IMHT to ensure this is implemented each and every time the building is occupied.	IMHT	Immediate
8.2	Ensure all ironmongery allows access without a key or ensure doors unlocked whenever IMH is occupied.	3	IMHT to review and implement.	IMHT	3 months
8.4	Implement inspections to check on fire door integrity, maintenance of escape routes and recording of procedures.	2	IMHT to review and introduce a management procurement.		
9.	Emergency Lighting				
9.1	Decide on frequency of testing and recording details of emergency lighting flick and battery discharge testing.	2	IMHT to review and introduce a management procurement.	IMHT	3 months
9.2	Ensure testing regime is correctly implemented and recorded.	2	IMHT to review and introduce a management procurement.	IMHT	3 months

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Section	Hazard / Issue identified	Level of Risk	Recommended further action	Person / Depart to action	To be completed by
10.	Maintenance				
10.1	Ensure any Landlord fixtures and fittings are PAT tested.	3	Review and implement PAT testing regime (check BMDC SLA details).	IMHT	3 months
11.	Fire Fighting				
11.1	No immediate action – long term to be considered when refurbishment/conversion works undertaken.	3	To review in due course. To include building protection system – sprinklers etc.	IMHT	When appropriate
12.	Dangerous Substances				
12.1	IMHT to inspect to ensure no fire risks/inappropriate or dangerous substances are allowed to accumulate.	3	IMHT to review and implement a management procedure.	IMHT	3 months
12.2	Ensure no smoking policy is implemented and understood. Provide appropriate signage.	3	IMHT to review and implement a management procedure.	IMHT	3 months
Level of Risk – Enter a score of 1 = Trivial, 2 = Tolerable, 3 = Moderate, 4 = Substantial, 5 = Intolerable					