



DJSCHOOLUK

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

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UNIT G12, YORKSHIRE DANCE, 3 ST PETERS SQUARE, LEEDS LS9 8AH

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Jim Reiss		
Address of Premises	DJ School UK Units 4, 5 and 6 Bridge Street Church Bridge Street Leeds		
Postcode	LS2 7QZ		
Assessor:	Jim Reiss		
Date of Fire Risk Assessment	21 st March 2018 – final draft of this document.		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	3 including balcony, church and venue 11. DJ School UK area is entirely on the Ground Floor.
Approximate floor area: (m ²) <i>(To include all floors of responsibility)</i>	Whole Building = 1262 (m ²) DJ School UK area only = approx 145 (m ²)
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Mostly Brick with occasional stud walls of wood and plasterboard.
Primary usage: <i>(e.g. Hotel, Shop)</i>	Multi-Occupancy Offices and Social Enterprises.
Secondary usage: <i>(e.g. Kitchen, Bar, Function Room, Offices)</i>	Waiting rooms for the above.

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	0		0000 to 0400	0	
	0400 to 0800	0		0400 to 0800	0	
	0800 to 1200	B		0800 to 1200	B	
	1200 to 1600	B		1200 to 1600	B	
	1600 to 2000	B		1600 to 2000	A	
	2000 to 2400	A		2000 to 2400	A	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None					
Description of Occupants	Mobility Issues	Y	Average Mobility	Good	Vulnerability Issues	Child

Occupants Especially At Risk From Fire	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	0
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Occasionally but only with advance notice and personal support workers. See Evacuation Policy
Occupants in remote areas <i>(Lone working/isolated areas)</i>	Occasionally in locked offices Unit 4 or 5. See Evacuation Policy
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	See Evacuation Policy

Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	Occasionally but only with personal support workers. See Evacuation Policy
Visitors	Record of visitors kept in visitors book. See Evacuation Policy
Occupants whose first language is not English	Occasionally but only with personal support workers. See Evacuation Policy

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is '**Yes**', please describe in the Identified Hazards boxes below.

Where the answer is '**No**', please complete the deficiencies boxes below.

Where the answer is '**N/A**', please describe in the General Comments box provided.

[For further guidance, please see page 28](#)

Electrical Sources Of Ignition

Measures taken to prevent fires of electrical origin.

1 Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES /
2 Portable appliance testing carried out on a risk assessed basis?	YES /
3 Suitable policy in place regarding the use of personal electrical appliances?	YES /
4 Suitable limitation and management of trailing leads and adaptors?	YES /

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p>1) Fixed installations (including mains, lights and instant hot water heater)</p> <p>2) Portable appliances</p> <p>3) Personal appliances</p> <p>4) Trailing leads</p>	<p>1) Inspected and tested by building owner.</p> <p>2) PAT tests bi-annually</p> <p>3) a) Staff prohibited from using personal equipment. b) Where clients do bring in equipment it is closely monitored by staff trained to visually check leads and cables plus monitor heat generated during use.</p> <p>4) a) Cables neatly routed in purpose built Gulleys or cable channels where possible. b) Staff trained to visually check leads and cables periodically.</p>	
Deficiencies:	Remedial Action Required:	

Smoking

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?	YES /
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Smoking permitted in appropriate areas?	NO
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Suitable arrangements for those who wish to smoke?	YES
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Some visitors may wish to smoke.</i>	<i>visitors who smoke are asked to step outside and away from main doors and refuse bins.</i>	

Deficiencies:	Remedial Action Required:
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Arson/Deliberate Ignition

Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES
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Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	YES
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Neighbouring building has bins against it's wall.	Bins should be kept locked	

Deficiencies:	Remedial Action Required:
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Portable Heaters

Portable heaters are used within the premises.	NO
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A

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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

To our knowledge no one in the building uses portable heaters.

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises.	YES
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Are fixed heating installations subject to regular maintenance?	YES
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Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

In addition to the landlords maintenance and diligence we have been shown how to shut down the boiler system in the event of an emergency.

Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	YES /
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES /
Suitable Shut Down Procedures in place?	YES /

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<p>DJ School UK has no cooking equipment available to us or our clients or visitors. Equipment in the communal kitchen is maintained by the landlords.</p>	

Deficiencies:	Remedial Action Required:

General Comments:

To the best of our knowledge all other cooking equipment is kept maintained by either the landlords or the tenant (whoever is the owner).

Lightning

The building has a lightning protection system.	YES
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Is the lightning protection system subject to a suitable maintenance regime?	YES
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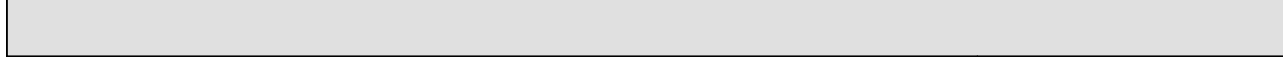
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<i>Assured By BSPC Trading Ltd (landlord) that Lightning Protection system is in place and is subject to a suitable maintenance regime.</i>	

Deficiencies:	Remedial Action Required:

General Comments:

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	NO
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A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
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Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
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Appropriate storage of hazardous materials?	YES /
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Escape routes kept clear of any combustibles? (Storage /furniture)	YES /
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Appropriate measures for the safe storage and disposal of waste?	YES /
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Sources of flammable material include – printer paper/stationary and clothes on the coat rack/soft furnishings.

Combustible materials are kept separate from ignition sources.

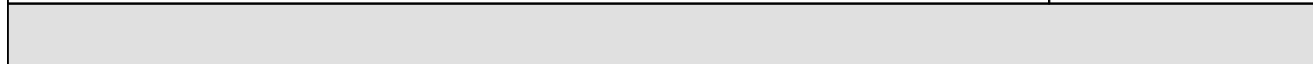
Deficiencies:

Remedial Action Required:

General Comments:

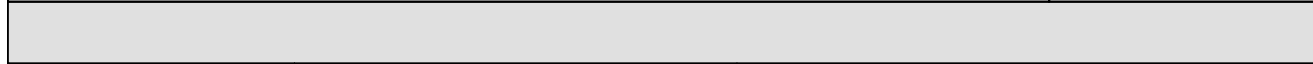
Hazards Introduced By Contractors And Building Works

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	YES
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Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	YES
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If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendation
	<i>Assured By BSFC Trading Ltd (landlord) that fire safety conditions are imposed on both in-house and external maintenance staff</i>	

Deficiencies:	Remedial Action Required:
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General Comments:

This would be under the jurisdiction of the landlord/building owner.

Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>	NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>

<p>Written copies of Evacuation Procedures are located as follows:</p>		
<p>ATTACHED TO THIS DOCUMENT AND STORED DIGITALLY IN DJ SCHOOL UK Gdrive Plus in paper versions in our filing system ready for training sessions.</p> <p>There are also emergency evacuation procedure notices in our Unit 6, the common room and reception.</p>		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p>On occasion there may be clients who need assistance in escaping.</p>	<p>Such clients always come with support staff. The escape route is very clear, close and all on one level. Escape policy is explained to the support staff</p>	

	and if any concerns remain unsatisfied the session is cancelled.	
Deficiencies:	Remedial Action Required:	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES (attached)
Adequate design of escape routes?	YES
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel.	30 m
Where there are alternative means of escape? State the distance of maximum travel.	N/A
Suitable protection of escape routes? (Fire resisting construction)	YES
Adequate provision of exits? State the capacity of each exit.	100 people
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES
Escape routes unobstructed?	YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES
On occasions when we have wheelchair users or other disabled or infirm people we have the additional double doors unlocked and the ramps providing access free from vehicles.	
Does the evacuation plan fit with the floor space factors?	YES
Identify dead end corridors. Are the appropriately covered?	YES
Identify inner rooms. Are the appropriately covered?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Cars sometimes parked on	We must notify all residents when we expect to need access and use cones to	

access ramps. We have only one key to main double door exit, only to smaller (but still suitable) side door	ensure routes are clear. We have contact details to do this. When making booking known to include wheelchair users Jim must ensure staff leading the session have extra key and use accessible entrances.	
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

General Comments:	

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<i>Assured By BSPC Trading Ltd (landlord) that Emergency Escape Lighting complies with BS5266 and is maintained.</i>	
Deficiencies:		Remedial Action Required:

Fire Safety Signs And Notices

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	YES
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<i>Assured By BSPC Trading Ltd (landlord) that Fire safety signs comply with BS 1996 and are maintained.</i>	

Deficiencies:	Remedial Action Required:

Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided?	YES
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Details: Break glass call points at front door, fire bell in hallway and reception.



Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	NO
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Throughout Premises	N/A
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Part of Premises only	N/A
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Extent of automatic fire detection generally appropriate for the occupancy	YES
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and fire risk?	
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Remote transmission of alarm signals to a monitoring station or other?	NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Deficiencies:	Remedial Action Required: Consider fitting portable smoke/fire detectors.
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General Comments:

Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?	YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES
Is suitable wall signage provided relevant to extinguisher?	YES
Are hose reels provided?	NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<i>Assured By BSPC Trading Ltd (landlord) that fire extinguisher locations and provision is maintained by them.</i>	
Deficiencies:	Remedial Action Required:	

Relevant Automatic Fire Extinguishing Systems

Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	N/A
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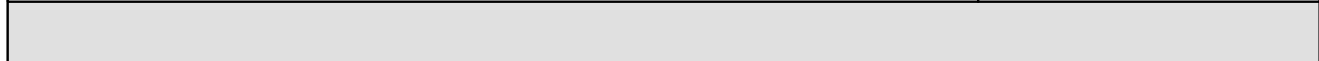
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

Firefighter Switch – High Voltage Luminous Tube Signs Etc	
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Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?	N/A
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Jim Reiss	
Deputy or assistant:	Callum Powell	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
State name and responsible element of fire safety		
.....Callum Powell..... ALL.....		
.....Dan De Lissandri..... All.....		
.....		
Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	YES	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	NO	
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:	

Training And Drills		
Fire safety training is managed by:	Jim Reiss	
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?	YES	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	YES	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	YES	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Testing And Maintenance

Testing and Maintenance is managed by:	BSPC Trading Ltd (the landlords)	
Deputy or assistant :		
Adequate maintenance of workplace?	YES	
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES	
Monthly and annual testing routines for emergency escape lighting?	YES	
Annual maintenance of fire extinguishing appliances?	YES	
Periodic inspection of external escape staircases and gangways?	YES	
Six monthly inspection and annual testing of rising mains?	YES	
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A	
Weekly testing and periodic inspection of sprinkler installations?	N/A	
Routine checks of final exit doors and/or security fastenings?	YES	
Annual inspection and testing of lightning protection system?	YES	
Other relevant inspections or tests:		

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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	<i>All confirmed as taken care of By BSPC Ltd</i>	

Deficiencies:	Remedial Action Required:

General Comments:

Recording

Appropriate records held for: 1 year

Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES

Location of Records: (Available for inspection by Fire Authority if required)

Give Details: DJ SCHOOL UK Staff are given induction training to ensure they know what to do in the event of a fire at first training day and then quarterly. See final few pages of this risk assessment.

All other recording is kept by landlords: BSPC trading ltd



Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

Significant Findings – Remedy Action Plan					
Page No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed

ACTIONS FOR JIM:

Decide if want to purchase and fit additional portable smoke/fire detectors.

Keep records of training and drills below (after the evacuation plan).

All other actions from prior drafts are completed pending next review March 2019

Evacuation Procedures

In the event of a fire the steps taken are as follows:

Loudly and clearly declare "FIRE FIRE FIRE" and if possible trigger the manually operated alarm system.

Responsible staff present will consider if the fire is worth tackling with extinguishers. Other responsible staff will begin the evacuation procedure as follows:

1) All clients are asked to calmly but quickly leave the building using the evacuation route below.

2) The fire alarm system will be triggered if it has not already been done.

3) The Fire Rescue Service will be called by a competent person and the address relayed as "Bridge Street Community Church, Bridge Street, Leeds, LS2 7QZ."

4) Units 4 and 5 and all communal areas will be physically checked for any visitors or clients who need to evacuate.

5) Support staff who are visiting with disabled or other people who require assistance will be reminded that they must help their clients to evacuate.

6) The register of attendance and visitor book will be taken outside to the fire assembly point and used to check everyone is successfully evacuated.

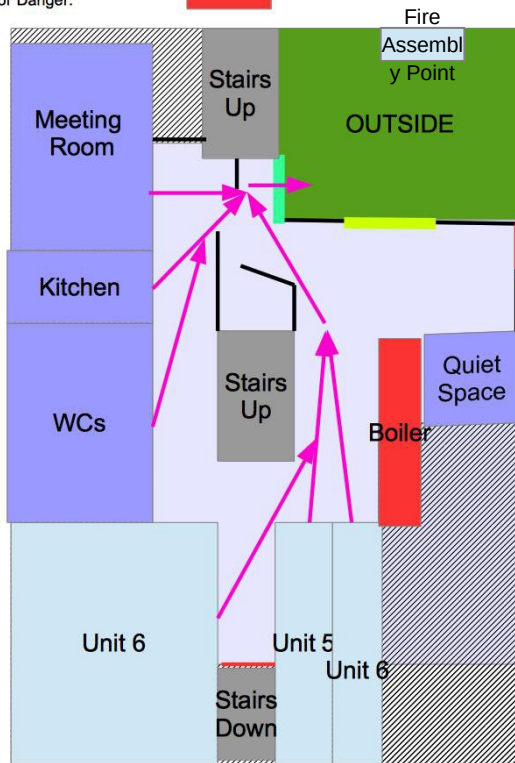
The routes from Units 4, 5 and 6 and all communal areas can be seen below in pink and lead directly to the front door.

In the event that we have any wheelchair users or clients with mobility aids such as walkers, frames, walking sticks or other we will have ensured that the additional double doors will be unlocked and available for emergency use – these are coloured Yellow/Green. Support staff will be told on arrival about this additional provision of exits.

It is no more than 30 metres from the furthest point in Unit 6 to the external of the building.

Key:

- Recommended escape route:** →
- MAIN EXIT DOOR1: █
- Disabled access Exit Door: █
- DJ school UK Areas: █
- Communal Areas: █
- Hall ways: █
- Doors to areas out of our remit: █
- Stairs to areas outside our remit: █
- Other walls: █
- Areas outside our remit: █
- Areas of Danger: █



Fire Drill and Training Records:

New staff are given fire training and evacuation plan training on induction to the building on their first day.

All staff are given refresher training quarterly after this.

This document will be available on our website as a pdf which will be updated annually when reviewed, thus showing when training took place up to that review.

Training delivered:

Eg: Induction/fire safety/ evacuation plan/refresher.	Date	Staff Present:
Induction/fire safety/ evacuation plan	19 th April 2018	Training delivered by Jim Reiss to Callum Powell, Dan De Lissandri, Amy Debell, Rick Whitefield, Ben Broughton plus occasional staff/volunteers; Elliot, Tami, Jack,