

# **Regulatory Reform (Fire Safety) Order 2005**

## **Fire Risk Assessment**

**Premises: Norfolk Wherry Trust**

**Review: 01/09/22**

## FIRE RISK ASSESSMENT

<b>1 PREMISES PARTICULARS</b>	
<p><b>Premises Name:</b> Norfolk Wherry Trust</p> <p><b>Address:</b> Horsefen Road Ludham Norfolk NR29 5QG</p>	<p><b>Use of Premises:</b></p> <p>Base for Wherry Albion Mooring for Maud Mooring for three other boats Workshop and storage sheds.</p>
<p><b>Tel No:</b></p> <p style="text-align: center;">0750 613 2757</p>	<p><b>Owner/Employer/Person in control of Workplace:</b></p> <p style="text-align: center;">Martin Hills</p>
<p><b>Date of Risk Assessment:</b></p> <p style="text-align: center;">27/12/21</p>	
<p><b>Name and relevant details of the person who carried out the Fire Risk Assessment:</b></p> <p style="text-align: center;">Martin Hills</p>	
<b>2 GENERAL STATEMENT OF POLICY</b>	

**Statement:**

***'It is the policy of the Norfolk Wherry Trust to protect all persons including volunteers and members of the public from potential injury and damage to their health which might arise from work activities.***

***We will provide and maintain safe working conditions, equipment and systems of work for all volunteers, and to provide such information, training and supervision as they need for this purpose'.***

**3 MANAGEMENT SYSTEMS**

**Commentary:**

**Planning.** This fire risk assessment is based on the current working practices in the Trust with a particular focus on prevention of fire in the first place. The small size of the buildings make evacuation simple, but there is a lot of combustible material on site that encourage a fire to spread. The scope covers the Sheds at base, the environment and Albion as a static vessel. The assessment excludes Albion during operations away from base as that it regulated separately. The scope excludes the BA shed, our nearest neighbour but has been discussed with them.

**Organisation.** The fire risk assessment is made available to all volunteers. This assessment is first reviewed by the AB and V subcommittee on behalf of the trustees. Once agreed it is made available to all volunteers as part of the welcome login.

**Control.** The base manager (or whoever 'opens up') is responsible for ensuring the volunteers are following all health and safety measures. When the site is being used for charters, the skipper is responsible for the site.

**Monitoring.** AB and V will monitor compliance to the risk assessment, with support from the base manager, and the skippers.

**Review.** The process will be reviewed regularly by the ABandV to ensure outstanding actions have been completed and that the document is still appropriate.

#### 4 GENERAL DESCRIPTION OF PREMISES

##### **Description:**

The sheds are wooden, more than 20 years old. The roof is sprayed underneath with a fire-resistant foam. There are other smaller stores on site.

The wet shed is steel.

Albion is wooden over 120 years old.

The site contains some carr woodland and a woodchip path. There are 4 other privately owned vessels on site.

##### **Occupancy:**

##### **Times the Premises are in use:**

Once or twice weekly for 3 hours.  
One hour on charter days.

##### **The Total Number of Persons Employed within the Premises at any one time:**

0

##### **The Total Number of Persons who may resort to the premises at any one time.**

17

##### **Size:**

##### **Building footprint (Metres x Metres)**

12x6

##### **Number of Floors:**

1

##### **Number of Stairs:**

0

#### 5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

**Fire Warning System:**

No. Alarms on Albion.

Manual Fire Bell in Broads Authority shed. If activated, treat as fire alarm has been raised internally.

**Emergency Lighting:**

N

**Other:**

Fire extinguishers on site.

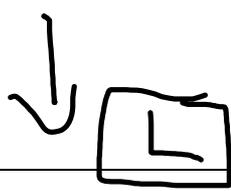
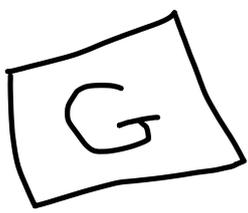
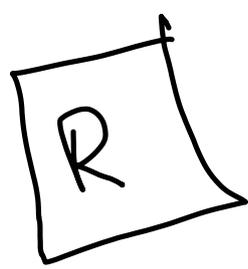
**6 (Single line) PLAN DRAWING OF PREMISES**



- Key
- A Albion
  - W Workshop
  - P Paint shed
  - T Tool Cupboard
  - R Rope shed
  - G Gardening Shed
  - P Petrol Store
  - S Site in general
  - L Gas storage

Fire extinguisher
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Fire exit
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## 7 IDENTIFY FIRE HAZARDS

### Source of Ignition:

Matches/Lighters A: Piezo-electric lighter for cooker. Checked annually under Gas Safe and under BSS

Naked Flames. A: Gas cooker. Checked annually under Gas Safe and under BSS.

Hot work processes. S: BBQ, Bonfire not currently used. No hot tar processes now.

Heating equipment. W, T: Air heater P: air heater and water heater.

Tools. W: Hot air guns, DIY electrical tools. R: Mower, Strimmer

Lights A, W, P

Arson All.

### Source of Fuel:

Wood: A, W, P, G, R. T

Rope R

Flammable Liquids. T: solvents in paint and on own account.

Petrol P: (up to 30l)

Petrol. R: in mower and strimmer

Chemicals. T: Epoxy

Paper/ Carboard. W, P

Foam, plastics. A: mattresses, but made of non-flammable materials

Furnishings. No

Flammable gas. A, L

Display materials, A, P

Waste materials W

Sawdust W.

**Work Processes:**

W. Hot air guns. To be kept away from fuel sources.

**Hot Permit to Work arrangements:**

Only used in specific circumstances, under control of nominated individual.

BBQ. Away from sheds, ensure it is cool before leaving.

Bonfire in drum on non flammable base, ensure cool before leaving.

**Structural features that could promote spread of fire:**

All parts are made of wood are fuel sources.

Essential to keep workshop tidy and hot sources watched carefully.

Need to separate flammable liquids as far away from sources of ignition as possible.

**8 IDENTIFY PEOPLE AT RISK**

**Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:**

Visitors to site may not be familiar with the layout of the fire doors in the shed. However generally only with 3m of exit.

Visitors going out on Albion have a safety briefing when they arrive.

Always more than one person on site when work is ongoing.

Never on site in the dark, never sleeping at site unless on boat (where a crew member will be present).

**9 MEANS OF ESCAPE**

**Commentary:**

Due to the size of building, never more than a few steps away from outside. Even if non-emergency exit door is used, still access to site. All doors give access to car park assembly point.

**10 FIRE SAFETY SIGNS AND NOTICES**

**Commentary:**

Doors and fire extinguishers labelled.

**11 FIRE WARNING SYSTEM**

**Commentary:**

Alarms on Albion would sound, but no alarms in sheds.

**12 EMERGENCY LIGHTING SYSTEM**

**Commentary:**

None

**13 FIREFIGHTING EQUIPMENT**

**Commentary:**

Fire extinguishers on Albion, in dinghy and in base.  
Fire blanket on Albion.

**14 MAINTENANCE**

Fire alarms on Albion tested at beginning of season and on maintenance days.  
All fire extinguishers serviced annually.

**15 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE**

**Specify:** Base manager or skipper calls 999. Asks for fire brigade if at base, coastguard if away from base.

**16 EMERGENCY ACTION PLAN (EAP)**

**Commentary:**

If fire detected by volunteer, call out.

If you hear call out, exit building and head to Car Park.

If fire alarm on Albion sounds, exit Albion and head to car park assembly point.

Base manager (or skipper acting as base manager) to check all parties, including BA and boats have left.

Base manager to turn off gas or power if appropriate.

Base manager to investigate source of fire.

Base manager to call all clear or contact 999.

Base manager to liaise with the fire brigade on arrival.

**17 TRAINING****Commentary:**

All crew retrained in a three yearly cycle on the use of the different types of fire extinguishers present, including base manager and substitutes. Documented by crew admin.

<b>18 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED</b>			
<b>Deficiency/Rectification</b>	<b>Priority</b>	<b>Date to be Rectified</b>	<b>Date Rectified</b>
Removal of flammable liquids from toolshed and workshop environments. Minimise liquids lying around when not being used.	H	01/05/22	12/03/22
Reduce number of gas bottles on site	H	01/05/22	12/03/22
Carry out fire drill	L	01/07/22	5/5/22
Remove waste and other flammable materials from under the work bench	M	01/05/22	5/5/22
Check Albion alarms and charger on maintenance days	M	01/07/22	16/5/22
Review use of bonfire. Decided to stop using.	L	01/07/22	04/05/22
Review use of heater in toolshed. Decided not to use gas heater any more.	L	01/07/22	21/03/22
Diagram with location of fire extinguishers and emergency exits desirable at base (and in this document).	L	01/07/22	17/01/22
Ensure site is non smoking. Decided. Need to fix signs.	L	01/07/22	
Set detailed procedures for BBQ. Decided to keep away from staging and damp down after. No detailed procedures required but BBQ team aware.	L	01/07/22	04/05/22
Consider use of water mist fire extinguishers on next service of fire extinguishers. Also consider CO2 for dinghy.	L	01/05/23	
Update SMS with further instructions about use of extinguishers specifically in dinghy and foam	L	01/03/23	
Update SMS to confirm powdering cuddy and foam in dinghy. Been told via email.	L	01/03/23	
EIHC.	H	01/07/22	

<b>19 SIGNIFICANT FINDINGS</b>	
<b>Significant Finding</b>	<b>Control Measure/Action</b>
Separation of flammable materials from sources of ignition is key.	Sources of ignition caused by manual processes should be limited to the workshop. This should be kept tidy to minimise ignition sources.

<p>As the base is mostly unmanned there are no means of identification of a fire without anyone present. An alarm might not get the attention of anyone on an adjacent site.</p>	<p>There should be little opportunity for a fire to develop. There is negligible electrical equipment running when the base is unmanned. The charging of Albion is the main component. However, there is a recent charger and cabling has been installed by a qualified electrician.</p>
<p>There is no way of significantly reducing the risk by making either the sheds or the boat non-combustible. Focus must be on prevention.</p>	
<p>Care must be taken to assume all processes follow a safe way of working</p>	<p>Base manager allocates and oversees all tasks.</p>

<p><b>20 ADDITIONAL HAZARDS</b></p>
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**Specify:**

Petrol is stored in two metal cupboards on site. A maximum of 30l in each.

Gas bottles are stored in a wire cage away from sheds.

Gas bottles on Albion in summer.

Gas bottles on most other boats at base.

There might be petrol and gas on other boats moored at site.

The sheds and boats are 100m from the carpark, with walking access only. The path will not support a vehicle even if it could get through the trees.

There is a tap for water on site and plenty in the river if the fire brigade have a portable submersible pump.

The site is normally unmanned.

There is a transformer up a pole in the car park.

# EMERGENCY ACTION PLAN

## ASSEMBLY POINT

CAR PARK

## ACTION ON DISCOVERY OF FIRE

- SHOUT FIRE
- MAKE BASE MANAGER AWARE
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) UNLESS OTHERWISE INSTRUCTED
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL UNLESS OTHERWISE INSTRUCTED

## ACTION ON HEARING ALARM CRY

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT

## VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY