Flame Dance Studios, Unit 2, Templar Park, East Moors Road, Cardiff, CF24 5EW

Fire Safety Risk Assessment

Address	Flame Dance Studios, Unit 2 Templar Park, East Moors Road, Cardiff, CF24 5EW
Used As	Dance and Fitness Studio
Date of Assessment	30 June 2020
Name of assessor	Eleri Roberts
Details of assessor	Proprietor
Review Frequency	Yearly or when changes to building made

Statement of Policy
The management of Flame Dance Studios recognises and accepts ultimate responsibility for the safety of teachers and customers. It is our aim to ensure that we will, so far as is reasonably practicable, comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. We will make provision for the effective planning, organisation, control, monitoring and review of the preventive and protective measures in relation to fire safety.
Signed
Eleri Roberts. 30 June 2020.
Management Systems
Flame Dance Studios is owned and managed by Eleri Roberts. Day to day responsibility for fire safety and staff training rests with Eleri Roberts. The Unit is rented from Paul Templar. Under the terms of the lease the tenants are responsible for day to day upkeep and maintenance but need permission to make structural alterations. Grounds

maintenance is included in the service charge.

Property Description

The industrial unit is purpose built, single storey 12.5m wide by 17.5 m long and is semi detached with another unit. The walls are masonry up to 7 foot with steel thereafter and a steel roof. There is a large roller shutter with a uPVC double entrance door behind it. Access to reception is via this uPVC front door or the steel plated door adjacent to it. The fire exit at the side leads to a concrete path around the side of the building.

There are some stairs leading to an office over the changing area.

Occupancy	**Size**:
Times premises in use: 8:00 to 22:00 Max number of people in the premises at any time: 60	Building Footprint: (metres) 12.5 x 17.5 Number of floors: 1 Number of stairs: 1 (to office over changing area).

Fire Safety Systems

Fire Warning System:

Raise the alarm by voice. Smoke detectors installed in all rooms.

Escape Lighting:
None

Other Fire Safety Systems (e.g sprinklers)
None

How a Fire Could Start

Electrical heaters: A fire could start from the electrical heater in the reception being placed too close to soft furnishings or because of a fault.

Gas heater: A fire could start due to the gas heater being faulty.

Microwave: A fire could start in the microwave if used incorrectly or because of a fault.

Electrical equipment: A fire could start due to faulty electrical equipment (e.g laptops/speakers/stage

lighting).

Bins: A fire could start in the bin if a hot object is placed in it. The bin often contains flammable objects such as paper, packaging and rubbish.

People at Risk

Teachers, pupils, parents and any user or visitor of the facility.

Most parents leave the premises or stay in reception, children are accompanied in the studio by a teacher.

Children, people with a disability and irregular or new visitors at a higher risk due to their age, disability or unfamiliarity with fire exits and building layout.

Teacher Training

Teachers are aware of fire hazards. New teachers are required to read this risk assessment and are shown location of exits and fire extinguishers. Use of extinguishers is explained on their first day. They sign a form confirming their understanding. The form is kept on their personnel file.

External Users

New hirers of the studio are required to read this risk assessment and are shown the location of exits and fire extinguishers. Use of extinguishers is explained on their first day. They sign a form confirming their understanding. The form is kept on their file.

Escape Routes

The unit is 12.5m from front to back. The roller shutter is kept open when the studio is in use so that the uPVC double doors act as a fire exit. There are also fire exits through the additional front entrance door or side fire exit.

The side fire exit has been fitted with a lockable steel bar security door following a break in at a neighbouring unit. The barred door is locked at all times unless needed to open. No key is needed to unlock the door.

Sometimes the side path gets overgrown; monitor and inform management company: grounds maintenance is included in service charge

Fire Extinguishers

There are extinguishers by the front exits. Dry powder and water extinguishers are provided at each point.
All extinguishers are tested annually

Fire Action

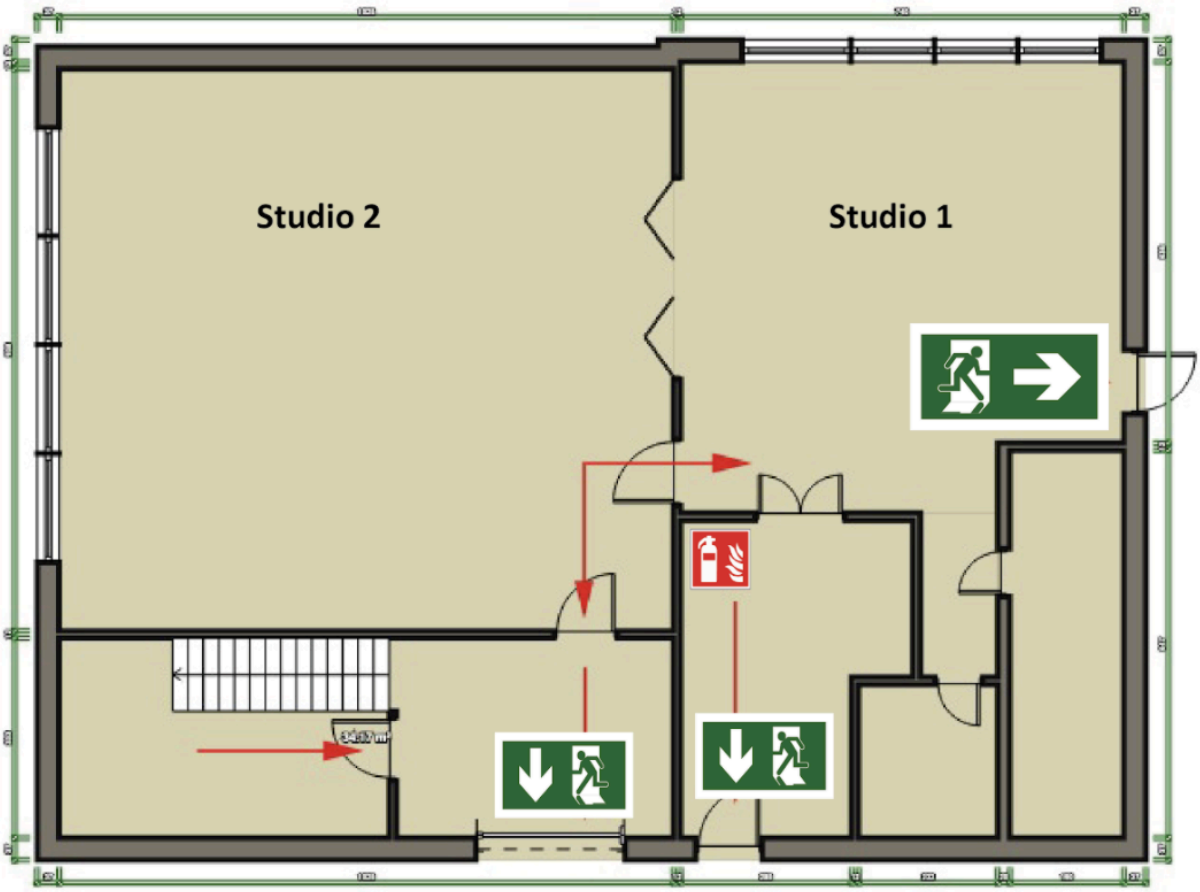
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Raise alarm by shouting and alerting everyone. A teacher will call fire service. Everyone to escape via fire exits at front or side. All assemble outside in the grassed area in the car park until fire service arrives. A teacher will ensure that everyone is out, being the last to leave the building. A small fire is to be put out immediately with water or fire extinguishers. This is to be done while also raising the alarm so that the building can be prepared to evacuate if needed.
Fire Information
Fire Escape Plan in both reception areas. Fire risk assessment posted on website and in office.
Summary of Significant Findings
Fire is most likely to start in front reception or kitchen. There are exits at front and side. Monitor condition of side escape path. Management company should keep clear as part of grounds maintenance contract and service charge. Fire extinguishers need to be kept maintained and escape lighting needs to be installed. Smoke detectors need to be installed in every room.
Action Plan

Review Date	Comments
30 June 2020	
27th Jan 2022	

Sketch plan of premises (Not to scale)

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17.5 metres