



LUNAR RACING
EDUCATION THROUGH MOTORSPORT

LUNAR EDUCATION/RACING
FIRE RISK ASSESSMENT

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Section 1 - Statement of Policy

Lunar Education and Lunar Racing aim to protect all persons from potential injury and damage to their health from any incident which may arise. Such persons include; students, staff, visitors, contractors and members of the public. Lunar strives to provide safe working conditions, equipment and systems of work, in order to maintain a safe working environment with as minimal risk from fire as is possible.

Section 2 - Premises Particulars

Lunar Education/Lunar Racing
Rockingham Motor Speedway
Mitchell Road
Corby
Northamptonshire
NN17 5AF

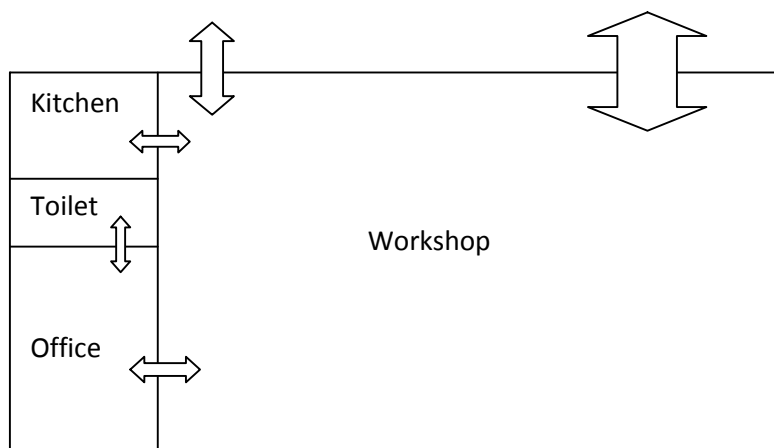
The premises are used as a training facility, providing education for students aged 14-18 years old. They are taught in a vehicle workshop environment. The building is owned by Rockingham and is leased to Lunar. Paul Kneeshaw, the Centre Co-ordinator, is in control of the workplace/workshop.

Date of this Risk Assessment: 25th October 2010
Date of review: October 2011

This Fire Risk Assessment has been completed by Emma Ginger, Head of Pastoral Care.

Section 3 - General Description of Premises

The building is mainly constructed from brick and concrete with some metal framework for structure in the roof section. The building dates back to the 1940s and 1950s, but major alterations took place between 2000/2001. The building is used mainly from 08:30 to 17:30 Monday to Friday, however due to the nature of motorsport it is also occasionally occupied late at night, early in the mornings and at weekends. The most that tends to be in the workshop at any one time is around 20 persons (3-5 staff and 15-16 students). There are at times people visiting the site, i.e., contractors and occasionally groups of students or school staff will visit. The plan of the main building is as follows:



The dimensions of the main building are as follows:

Whole building:	20.30m x 10.4m
Workshop:	10.4m x 17.0m
Office:	3.30m x 6.0m
Toilet:	3.30m x 1.9m
Kitchen:	3.30m x 2.5m

There is also a mezzanine floor over the kitchen, toilet and office. This is used purely as a storage area and is accessed via a ladder. The ladder does not remain up when not in use, it is removed. Only staff access the mezzanine floor to store items.

There is a separate porta-cabin that is used as a classroom and this is located to the side of the main building. The dimensions of the porta-cabin are as follows: 2.90m x 9.70m. A fire escape is located at the side of the cabin.

Section 4 - Management Systems

All staff receive a copy of the Health and Safety Policy as well as the Fire Risk Assessment when they start work at Lunar. All policies and Procedures are required to be signed by staff to say that they have read and understood the paperwork. Once a year the Fire Protection Officer visits the site to check that the hazards are being kept to a minimum, sufficient controls are in place to prevent a fire and that we are complying with all aspects of the Fire Risk Assessment. The Fire Protection Officer also checks the fire escapes are suitable, that there is sufficient signage and extinguishers on site and that the staff are appropriately trained. All Health and Safety issues are dealt with by Paul Kneeshaw, the Centre Co-ordinator and Emma Ginger, the Head of Pastoral Care.

All students go through an intensive Induction Programme and receive training on Health and Safety and fire risks, it is also part of their course/qualification. All students are required to sign a Safety Checklist stating they understand the importance of such issues.

This document will be reviewed and amended if necessary every 12 months.

Lunar has an Accident Book where all accidents and near misses are recorded, any relevant amendments to policies and procedures can then be made accordingly.

Section 5 - Fire Safety Systems

Fire Safety Systems include:

- HAES Automatic Fire Detection System to British Standard 5839

- Fire alarm break-glass system to British Standard 5839

- Escape lighting to British Standard 5266

- Fire Sentry Self-contained ionisation smoke alarms to British Standard 5839

Section 6 - Fire Hazards

Possible ignition sources include:

- **Smoking materials/matches/lighters.** Staff and students are not allowed to smoke in or near to the building.
- **Portable heaters.** All portable heaters are PAT tested. Students and staff are aware of the location of the heaters (only used during the winter months) and aware of the dangers associated with the heaters. Risk Assessment 064 covers this in more depth.
- **Welding equipment.** This is only used by the trained staff and when there are no students present. Staff are aware to monitor the sparks and molten metal. Risk Assessment 066 covers this in more depth.
- **Sparks(e.g., from grinding).** Only staff are allowed to use the grinder and are aware to be cautious about falling sparks. Risk Assessment 057 and 067 cover this in more detail.
- **Arson.** Although arson cannot be definitely ruled out, having the building within a fenced perimeter and with 24 hour security means that it is very unlikely to happen.

Possible fuel sources include:

- **Flammable liquids/solvents/oils etc.** All flammable substances and chemicals are kept in the Flammable Cabinet which is kept permanently locked. The key for which is kept in the locked key cabinet, in line with the Key Policy. Flammable substances are kept to a minimum and are not allowed to be used by the students, only the staff. The Flammable Cabinet is located next to the Fire Point.
- **COSHH.** All COSHH substances and chemicals are kept in the COSHH Cabinet which is kept permanently locked. The key for which is kept in the locked key cabinet, in line with the Key Policy. Harmful substances are kept to a minimum and are not allowed to be used by the students, only the staff. Eating and drinking is only allowed in COSHH free environments.
- **Paper & Cardboard.** All discarded paper and cardboard goes into the bin which is located outside of the building. Large quantities of paper are not kept on site.
- **Waste materials/bins.** These are stored outside of the building, with only a smaller bin being used inside the workshop.
- **Furniture/furnishings/textiles.** There are very few soft furnishings, textiles, curtains etc within the workshop.

Section 7 - People at Risk

People at risk from a fire would include; students, staff, visitors and contractors. Currently there are no staff or students whose mobility, hearing or eyesight is impaired. There are no areas within the workshop where staff or students could become isolated.

Section 8 - Means of Escape

The means of escape is facilitated by the relatively low number of occupants in the building and their familiarity with it. The time it would probably take to escape would be a matter of seconds. The means of escape is also greatly assisted by there being a large roller garage door that could be opened if the fire escape at the other end of the workshop was impassable for some reason. The fire escape can be easily opened without the use of a key. The escape route leads to an open place of safety outside of the building and the Assembly Area which is clearly indicated.

Section 9 - Fire Safety Signs and Notices

All fire safety signs comply with the current standard (pictogram/symbols). There are sufficient fire exit signs on the escape route. There are general 'Fire Action' notices displayed stating what to do in a fire situation, as well as Lunar Fire Notices (Appendix 1, 2 and 3). All fire fighting equipment is clearly indicated.

Section 10 - Fire Warning System

There is a suitable fire warning system to alert occupants of the building in the event of a fire. There is a HAES Automatic Fire Detection System to British Standard 5839. There are currently no staff or students that are Deaf, or with a hearing impairment, so red alerting lights attached to the alarm are not currently necessary. In the porta-cabin there are 3 Fire Sentry self-contained ionisation smoke alarms that are 9v battery powered. These are positioned along the length of the ceiling of the porta-cabin at intervals of approximately 2.5m.

Section 11 - Emergency Lighting System

Due to the premises occasionally being used during the hours of darkness, by the staff only, there is emergency escape lighting installed to British Standard 5266. When the emergency lighting is operated there is sufficient illumination for the occupants of the building to see the escape route. Should the incoming supply, or the initial circuit breaker (lighting) in the distribution board fail, then the emergency lights will operate.

Section 12 - Fire Fighting Equipment

There is sufficient fire fighting equipment for the area of the building. The fire extinguishers are appropriate to the risks posed. The fire extinguishers are checked every 12 months. The fire point is clearly marked and located on the escape route near to the exit door. Each fire extinguisher is individually labelled. The fire extinguishers are as follows:

- 6kg ABC Dry Powder
- 2kg CO₂
- 6ltr Foam

All extinguishers conform to BS EN3.

Section 13 - Maintenance/Testing

The fire extinguishers, fire warning system, emergency lighting and ionisation smoke alarms are all checked on a weekly basis by Emma Ginger. A written log is kept of all checks made. A fire drill takes place every 6 months in order to determine how well the building can be evacuated and to ascertain if any improvements need to be made.

Section 14 - Method of Calling the Fire Service

In the event of having to call the fire brigade, this will be done by one of the members of staff on duty. There is a landline telephone in the office and all members of staff carry their mobiles on them at all times. There is no automatic brigade dial on the alarm.

Section 15 - Staff Training

All members of staff will receive fire safety training from the Northamptonshire Fire Brigade on an annual basis. They also go through an intensive Induction Programme, receive a Staff Handbook and sign to say that they have read and understood this policy as well as the Health and Safety Policy.

Section 16 - Fire Drills/Student Training

Students go through an intensive Health and Safety Induction Programme on their arrival at Lunar. They are also required to pass an examination that covers all aspects of Fire Safety as part of their qualification (Unit G2 IMI Level 2 Qualification), and this is one of the initial units they cover on arrival at Lunar.

Fire Drills are carried out at least twice in an academic year in order to test the procedures work appropriately, determine how well the building can be evacuated and to ascertain if any improvements need to be made. Records of all fire drills and their outcomes are recorded and maintained (Appendix 4).

Section 17 - Rockingham Classrooms

When students and staff are in the Rockingham classrooms, their means of escape is via the external staircases, avoiding use of the lifts, and heading towards the Assembly Area which is clearly posted.



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LUNAR FIRE NOTICE

INSTRUCTIONS TO STAFF:

- In the event of a fire it is the first duty of all concerned to prevent injury or loss of life.
- For this purpose ALL staff should make certain that they are familiar with the means of escape in case of a fire.
- In the event of a fire, there may be opportunity to attack it with the nearest fire extinguisher. Staff should be familiar with how to use them.
- If **YOU** discover a fire, or if one is reported to you, you should:
ACTIVATE THE ALARM
DIAL 999 AND ASK FOR THE FIRE BRIGADE
- Immediately after the fire alarm has been activated staff should:
Evacuate all persons in their charge to the designated assembly point, taking care to close all doors after them. On arrival to the assembly point, make sure that all persons are accounted for and inform the senior member of staff present.
- No one should re-enter the building until told to do so by the fire brigade, or a senior member of staff.



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LUNAR

FIRE NOTICE

STUDENTS

If you discover a fire you should:

- **Activate the alarm**
- **Inform a member of staff**

If the fire alarm sounds you should:

- **Leave the building by the nearest fire exit**
- **Do not worry about your belongings, YOU are more important**
- **DO NOT use the lifts**
- **DO NOT run**
- **Assemble in the car park and report to a member of staff**
- **No one should re-enter the building until told to do so by the fire brigade, or a senior member of staff**



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FIRE NOTICE FOR CONTRACTORS

IF YOU DISCOVER A FIRE YOU SHOULD:

- **ACTIVATE THE ALARM**
- **CALL 999 AND ASK FOR THE FIRE BRIGADE**

- Close doors and windows in the area you have been working in, if it is safe to do so.

- Leave the building through the nearest fire exit.

- Go to the assembly point and report to a senior member of staff.

- No one should re-enter the building until told it is safe to do so.



FIRE DRILL RECORD

Date & Time	Location	Number of Staff & Students Involved	Comments	Outcomes