

HARLOW COUNCIL

LATTON BUSH CENTRE
&
INDUSTRIAL UNITS
Southern Way
Harlow, Essex
CM18 7BL

FIRE RISK ASSESSMENT

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Person With Fire Safety Responsibility

Person with Fire Safety Responsibility
Fire Safety Coordination
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HARLOW COUNCIL

FIRE RISK ASSESSMENT

LATTON BUSH CENTRE

General Statement

The Regulatory Reform (Fire Safety) Order 2005 places statutory duties on employers to implement procedures with regards to fire safety at places of work.

In order to help ensure the safety of staff and to comply with current legislation, should a fire occur within the Latton Bush Centre, a well-documented risk assessment is essential.

It should include a general assessment of the main hazards and details of the control measures put in place to minimise risk in the event of a fire.

The appendices within the fire risk assessment provide additional information and advice on general evacuation procedures and duties undertaken by specific members of staff.

Failure to comply with the fire risk assessment will be considered a breach of Harlow Council's health and safety procedures and could result in disciplinary action being taken.

Smoking is not permitted in any part of the Latton Bush Centre.

LATTON BUSH CENTRE

The Latton Bush Centre is a two-storey building, consisting of one main entrance, (automatic door) and 3 main rear exits leading to the delivery service/car park yard.

The building is approximately 50 years old and is used as a conference centre and multi tenanted building. Off of the main entrance is a reception area leading to meeting rooms, a kitchen, toilets and a main assembly hall. There are 3 lifts on site with a stair platform lift riser in the reception area.

A children's day nursery is incorporated within the building.

There are trading units based to the rear of the centre accommodating various tenants.

There is a separate building called "The Lodge". The building is currently Unoccupied.

The building is in use out of hours for social functions and seminars. The premises are the Council's principle emergency rest centre in the event of a major disaster in the town.

There is a dance studio, bowls club and tennis courts/pavilion located at the top car park, there is also the former school caretakers bungalow to the front, now leased to the butterfly Effect wellbeing Centre. These are separate to the Latton Bush building and hence are not the responsibility of Harlow Council. Therefore, these areas are not connected to any systems or included within our fire procedures or plans.

The Latton Bush Centre, for the purpose of the Fire Risk Assessment, is split into five separate areas:

- The Main building Reception
- The Kitchen area now being used as storage – no kitchen equipment
- Upper Block/Quadrangle
- Industrial Units
- The Lodge

Fire Prevention

Within the Latton Bush Centre the main risks are; electricity, rubbish, heating systems, kitchens, flammable liquids and out of hours functions/events in the Conference Centre and social functions.

a) Electricity

Council offices within the Latton Bush Centre should produce an inventory of portable electrical equipment and then forward it to the Health and Safety Office. The inventory is to include details of; item, make, model, serial number, location and a contact name and number. Computer equipment should also be included.

Individual unit holders should arrange their own PAT testing.

Any obvious faults with electrical equipment or systems, including lighting, should be reported to your Line Manager immediately.

The use of extension leads etc. should be avoided whenever possible. The permanent use of extension leads and adaptors would indicate the possible need for additional sockets, do not overload them.

The use of electric fans and fan heaters should be agreed with the Facilities Manager.

All the electrical kitchen equipment should be PAT tested and in good working order. Any electrical equipment used in the communal kitchens must be tested and ownership clearly marked. Kitchens with individual tenant's areas are their responsibility and must comply with electrical stipulations.

Floor standing fans, fridge/freezer, photocopier should be included in the PAT testing.

b) Rubbish

Every effort should be made to ensure that unwanted materials are disposed of as quickly as possible.

Bins should be emptied daily to avoid a build-up of rubbish. It is then stored appropriately and collected weekly. The Centre cleaner and Stewards will ensure that the Conference Rooms and communal area bins are emptied. Each tenant is responsible for their own area.

Any confidential waste will be disposed of in the correct manner.

There should be no build up of dust, packaging or rubbish but swept away, removed and disposed of.

c) Heating Systems

The main building heating system is regularly serviced to ensure that it is safe and does not pose a fire risk. Gas services are maintained by a GAS SAFE registered contractor.

The boiler houses (North & South) are to be kept free of flammable substances and kept free of rubbish. They are to be easily accessible.

d) Flammable Liquids / Materials / Substances

Flammable liquids are those used for normal office use, e.g correction liquid thinner, toners for printers and copiers etc. Very small quantities are used at any one time.

There are cleaning liquids and powders, dry goods and cloth materials/toilet rolls which are stored appropriately and safely away from fire hazards.

Installation of a Chlorine Dioxide Unit in the tank room on the second floor to assist with Water Management. Fire Service informed and relevant signage in place. Periodic monitoring and inspections carried out by competent staff and contractor who access the loft area.

e) Evening / Out of Hours Functions & Bookings

All functions of this type will, where appropriate, be undertaken only in accordance with the provisions of the Licensing Act 2003. An assessment will be undertaken prior to any function taking place.

Hirers of a room, if they are performing / displaying a show, should provide their own risk assessment of their activities. They should take responsibility of evacuation of their group from the building.

Fire Precautions

In order to minimise the risk from any fire that may occur within the Latton Bush Centre and to ensure safe evacuation, the following control measures have been implemented.

a) Evacuation Routes

Evacuation routes, including lobby areas and stair ways must be kept free of all flammable materials and obstructions at all times.

All evacuation routes are signed. Evacuation routes, including evacuation staircases, will be checked at the time of the weekly fire alarm test.

b) Fire Exits

Ground floor fire exits must be kept free of all obstructions, both inside and out, and be available for use at all times the building is in use.

c) Fire Doors

Fire doors are provided to help prevent the spread of smoke and fire and must be kept closed at all times. The operation of fire doors will be checked at time of the weekly fire alarm test.

d) Fire Extinguishers

Fire extinguishers are positioned on all floors of the Latton Bush Centre. The type of extinguisher will be appropriate to the fire risk.

Staff should familiarise themselves with the location and operation of fire extinguishers within their work areas, and the types of fire they are suitable for use on.

e) Emergency Lighting

Emergency lighting has been installed along evacuation routes and will remain on should there be a power failure.

f) Fire Alarm

The Latton Bush Centre is fitted with a fire alarm system that includes smoke and heat detectors.

Staff should familiarise themselves with the location of the operating, or call points within their work areas.

The fire alarm is tested between 0900 - 1100 hrs, weekly on a Monday. During the course of a twelve-month period all fire alarm call points will be used to activate the fire alarm system.

g) Fire Drills

There will be a full evacuation drill of the Latton Bush Centre at least twice a year.

h) Signs

Appropriate fire safety signage is displayed throughout the Latton Bush Centre.

Each room should have an Action Plan displayed covering evacuation procedures and assembly point information.

All tenants have a tenancy/room card which they must produce upon an evacuation to the Assembly Point Coordinator to confirm their area has vacated.

i) Lifts

Whenever there is a need to evacuate the building the lifts must not be used.

Evacuation

The Evacuation coordinator will have overall responsibility for evacuations including:

- When to commence an evacuation
- When to instigate a visual inspection
- When people can return to the building
- When to involve the Emergency Services
- Any other steps appropriate to the circumstances

Each tenant has been given a copy of the fire procedures to follow in the event of an evacuation.

People with Disabilities

Staff and/or visitors with disabilities will have access to Evac chairs to assist with their evacuation from the Latton Bush Centre. They are to be used by the necessary areas/tenants in accordance with their own fire assessments.

Each tenant will need to assess the needs of any members of staff and/or visitors who may require assistance when there is a need to evacuate the building.

There are two way intercom alarm connections between the refuges and Reception in case of an emergency.

Training

Appropriate and relevant training is provided as part of Harlow Council's overall commitment to Health and Safety.

Maintenance

The fire alarm system, fire extinguishers, lifts and automatic doors are all subject to periodic inspection and maintenance.

General

Although every effort will be made to ensure that fire safety standards are maintained within the Latton Bush Centre, this can only be achieved with the cooperation of tenants.

All Tenants need to ensure that each individual office/unit is complying with all the appropriate fire regulations, that they can provide their own Fire Risk Assessment/Plan as required under the Regulatory Reform, (Fire Safety) Order 2005, and are responsible for their actions, staff and work procedures being carried out on the premises.

Deficiencies with any of the fire precautions e.g. evacuation routes etc. should be referred initially to the Facilities Manager.

The fire risk assessment, and appendices, will be reviewed on a periodic basis.

All tests, drills, inspections and training will be recorded in the Latton Bush Centre fire logbook.

Health & Safety Team
June 2025

HARLOW COUNCIL – LATTON BUSH CENTRE

FIRE RISK ASSESSMENT – Appendix A

EVACUATION PROCEDURE [NORMAL WORKING HOURS]

GENERAL INFORMATION

IT SHOULD BE NOTED THAT AMENDED PROCEDURES FROM THE ESSEX FIRE SERVICE NOW CONFIRM THAT THEY WILL NOT AUTOMATICALLY RESPOND TO AN AUTOMATIC FIRE ALARM CALL – ALL SUSPECTED FIRES NEED TO BE INSPECTED BY FACILITIES MANAGEMENT/STAFF, CONFIRMED AND FOLLOWED UP WITH A 999 CALL FOR THEM TO ATTEND THE PREMISES.

1. Whenever there is a continuous operation of the fire alarm the building must be evacuated. The only exception to this being when the alarm is tested between 0900 – 1100 hrs on Monday each week, on these occasions the alarm will be operated for a short period then cease.
2. Lifts must not be used during an evacuation.
3. Use the assembly area and evacuation staircase nearest to your location.
4. Each tenant/department should keep a list of the staff that normally work in the Latton Bush Centre. On evacuation this must be taken to the assembly point – with their evacuation card - in order that everyone can be accounted for.
5. Any visitors to the Latton Bush Centre will be the responsibility of the person/tenant they are visiting.
6. Be aware of any staff or visitors who may require assistance during evacuation.
7. All staff must be made aware of who the Fire Marshals are for the area in which they work. The Fire Marshal will report to the Assembly Point Coordinator on the status of the evacuation.
8. In the event of an evacuation all staff must go to the appropriate assembly point and report their presence. On no account must anyone stay inside the building, unless they are awaiting further assistance in a refuge area. All staff must remain at their assembly point until given formal permission to leave or re-enter the building.
9. During an evacuation every effort should be made to close doors and windows, and to turn off electrical equipment.
10. Please forward concerns or comments regarding any of the evacuation procedures to the Facilities Manager.

Health & Safety Team
June 2025

HARLOW COUNCIL – LATTON BUSH CENTRE

FIRE RISK ASSESSMENT – Appendix B EVACUATION PROCEDURE [NORMAL WORKING HOURS]

INSTRUCTIONS FOR STAFF ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Call the Fire Service – dial 999 or 112.
3. Warn people in the vicinity of the fire.
4. If safe to do so, try to extinguish the fire by using a suitable fire extinguisher

DO NOT TAKE PERSONAL RISKS ON HEARING THE ALARM

1. Treat every fire alarm operation as if it were a fire.
2. Give any assistance necessary to ensure that all staff evacuate safely.
3. If possible, close doors and windows to help prevent the fire spreading.
4. Walk to the nearest safe exit and proceed to the assembly point. Gather with your colleagues, section or team. Help direct people out of the building and give any assistance to senior/disabled persons present.

DO NOT USE LIFTS – ACT CALMLY

5. Staff and Tenants must ensure that the evacuation within their area/floor has commenced and then report to the assembly point.
6. **Fire Marshals** will supervise the evacuation from their designated areas before reporting to their Assembly Point Coordinator on the status of the evacuation.
7. The **Evacuation Coordinator** will instigate procedures for preventing re-entry into the building and take overall control of the evacuation.

ASSEMBLY POINTS

A – D Middle Car Park

E – Outside of the Lodge – Back of units

In the event that an incident requires staff/tenants to move away from the normal assembly points the fall back assembly point will be on the Sakins Croft and the Readings Housing Estates.

CALLING THE FIRE BRIGADE

1. Call the Fire Service immediately to every fire or on suspicion of a fire.
2. Lift the receiver and dial **999 or 112**
3. When the operator answers ask for Fire and you will be connected to the Fire Brigade.
4. When the Fire Service operator answers give the location as:
LATTON BUSH CENTRE, SOUTHERN WAY, HARLOW, CM18 7BL OR
LATTON BUSH BUSINESS CENTRE, SOUTHERN WAY, HARLOW, CM18 7BH
5. Do not replace the receiver until the address has been correctly repeated back.

Health & Safety Team
June 2025

HARLOW COUNCIL – LATTON BUSH CENTRE

FIRE RISK ASSESSMENT – Appendix C

EVACUATION PROCEDURE

[OUT OF NORMAL WORKING HOURS – AFTER 5PM and SATURDAY]

INSTRUCTIONS FOR STAFF

ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)

1. Raise the alarm by breaking the nearest call point.
2. Call the Fire Service – dial 999 or 112.
3. Warn people in the vicinity of the fire.
4. If safe to do so, try to extinguish the fire by using a suitable fire extinguisher.

DO NOT TAKE PERSONAL RISKS

ON HEARING THE ALARM

1. Treat every fire alarm operation if it were a fire.
2. Give any assistance necessary to ensure that all staff in your area are able to evacuate safely, if there are any in the building.
3. If possible, close doors and windows to help prevent the fire spreading.
4. Walk to the nearest safe exit and proceed to the assembly point.
5. Help direct people out of the building and give any assistance to senior/disabled persons present.

DO NOT USE LIFTS – ACT CALMLY

6. Await further instructions from the Fire Service.
7. Do not re-enter the building until authorised to do so by Fire Service, and only after the fire alarm system has been reset successfully.

ASSEMBLY POINT

A –D Middle Car Park

CALLING THE FIRE BRIGADE

1. Call the Fire Service immediately to every fire or on suspicion of a fire.
2. Lift the receiver and dial **112** or **999**.
3. When the operator answers ask for Fire and you will be connected to the Fire Service.
4. When the Fire Service operator answers give the location as:
LATTON BUSH CENTRE, SOUTHERN WAY, HARLOW, CM18 7BL OR
LATTON BUSH BUSINESS CENTRE, SOUTHERN WAY, HARLOW, CM18 7BH
5. Do not replace the receiver until the address has been correctly repeated back.

Health & Safety Team
June 2025

HARLOW COUNCIL – LATTON BUSH CENTRE

FIRE RISK ASSESSMENT – Appendix D

EVACUATION PROCEDURE [NORMAL WORKING HOURS]

EVACUATION TEAM RESPONSIBILITIES

Gemma Maxwell /Paula Matthews / Stewards

- Facilities Manager / Supervisor on site will have overall responsibility for the evacuation process
- Will ensure Fire Service are attending
- Liaise with emergency services as necessary
- Assess when it is safe to re-enter the building
- Take reports from the assembly point co-coordinators/colleagues on the evacuation process
- Advise Fire Service on the condition of the evacuation

Latton Bush Staff to;

- Ensure ground floor fire exits are accessible
- Ensure emergency notices at the front and side entrances to building have been put out
- Take up position at designated assembly point/s
- Take reports from services as they evacuate
- Pass on evacuation information to the Evacuation Coordinator/Fire Service

Health & Safety Team
June 2025

**HARLOW COUNCIL
FIRE RISK ASSESSMENT**

**LATTON BUSH CENTRE & LATTON BUSH BUSINESS CENTRE
ACTION PLAN**

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
Fire Alarms Current system not connected to the industrial units Alarm not sounding throughout the building Lack of communication and effectiveness of evacuation procedures in a fire situation	Staff The Tenants Visitors Utility Officers & Maintenance Staff	New system to be installed, including Refuge communication to reception Sounders to be heard and linked throughout the Centre, main building, industrial units and the Lodge – allowing zones to be identified and phased evacuation as and if required	Facilities Management External Contractors	June 2011 new system being implemented COMPLETED SEPTEMBER 2011
Signage Some signs slightly obscured Tenants, staff and visitors misguided in the building – potentially creating more risks in an evacuation situation	Staff The Tenants Visitors Utility Officers & Maintenance Staff	Ensure exits, Action Notices and relating fire signs are clearly visible and not covered Make sure signage if relevant and up to date	Latton Bush Staff Facilities Management	Completed May 2012

Additional Observation	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Evacuation</p> <p>Following a fire evacuation drill it was noted that members of the public and tenants were still trying to access the building</p> <p>The alarm bells were sounding, Stewards were busy helping to coordinate the evacuation and therefore the main entrance door was not manned</p>	<p>All users of the building and those visiting</p> <p>Staff</p> <p>The Tenants</p> <p>Visitors</p> <p>Utility Officers & Maintenance Staff</p>	<p>As Staff would be not available to secure the entrance a message board to be placed, at the time of an evacuation, to the front of the doors, still allowing access out of the building for people evacuating</p> <p>An "A" Board has been made up and signed appropriately directing people away from the building and instructing NO ENTRY – EVACUATION IN PROGRESS</p>	<p>Health & Safety Team</p> <p>Facilities Management</p>	<p>Completed</p> <p>"A" Board and sign on site and available to use Completed</p> <p>Completed May 2012</p>
<p>Access Control Points</p> <p>Following a fire evacuation drill it was noted that access doors require you to press a button to exit. The access control should disengage during a fire evacuation.</p>	<p>All users of the building and those visiting</p> <p>Staff</p> <p>The Tenants</p> <p>Visitors</p> <p>Utility Officers & Maintenance Staff</p>	<p>Facilities manager to contact access control company to arrange for access control to dis-engage during fire conditions.</p>	<p>Facilities Management</p>	<p>Completed November 2024</p>

