

FIRE RISK ASSESSMENT



Address: Whepstead Community Centre,
Bury Road,
Whepstead,
Bury St Edmunds.
IP29 4TA

Assessment Date: 23rd September 2022.



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Date: 23rd September 2022.

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Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005.

This Fire Risk Assessment is designed to:

- Assess the risks posed to by fire to the Health and Safety of employees and anyone else that may be affected by their activities.
- Eliminate those risks, so far as to reasonably practicable, or to otherwise reduce those risks to a tolerable level.
- Create a plan to deal with emergencies and keep a record of all findings.
- Be reviewed by a responsible person regularly so as to keep it up to date.

This risk assessment will identify any issues that need attention. Any actions considered by the assessor are deemed necessary in order to achieve the stated aims of the fire risk assessment thereby complying with the requirements of the order.

The report relates to the areas of responsibility of the landlord only within the premise as of the report date - the assessment cannot encompass any areas, activities or processes that the assessor was not made aware of. Where areas of the property were evident but not accessible then suitable comments will be made by the assessor as to this fact and the action required.



Risk Rating Assessment

A simple calculation is carried out by the assessor in order to calculate if a risk arising from a specific issue is Low, Medium or High priority for action.

The calculation quantifies the 'severity' of the hazard and the 'likelihood' of the risk. These risk ratings are shown against each hazard identified in the main report sections.

The following table explains the classifications of risk rating.

	Rating	Classification	Description
Probability	1	LOW	Where harm is unlikely to occur
	2	MEDIUM	Where harm is likely to occur
	3	HIGH	Where it is certain or near certain harm will occur
Consequence	1	MINOR	All injuries not covered below.
	2	SERIOUS	Injuries where people may be off work.
	3	MAJOR	RIDDOR – Death, Major injury.

Numerical Product (Probability x Consequence)	Risk Rating	Requirement for control Measures.	Actions to be Taken.
1 to 3	LOW	Low level of control measure required: adequate supervision, training and information.	Review regularly to ensure that the risk does not increase.
4 to 6	MEDIUM	Moderate level of control measures: as above but with engineering and management safety systems in place.	Review to assess whether risk can be reduced: ensure competence levels for safe working or operation.
7 to 9	HIGH	This level of risk is unacceptable as there is a high probability of major harm	Alternative methods should be used that remove or reduce the risk wherever possible. This high risk must be strictly controlled and only authorised competent persons allowed in and around the hazard.

Reviews

The fire risk assessment shall be undertaken by a competent person in accordance with the recommendations contained in the Regulatory Reform (Fire Safety) Order 2005 and shall be subject to review annually and whenever any of the following applies:

- There is reason to believe it is no longer realistic.
- There is material change or alteration to the building.
- There has been a significant change in the activity carried out on the premises.
- There has been a significant change in the number or dependency of the occupants or staff staffing levels.
- A change in legislation.
- A fire has been reported.

A copy of all Fire Risk Assessments will be stored in the Health and Safety folder at all times.

Assessment Summary

1. The Building

1.1 Number of floors: 1

1.2 Brief details of construction: Steel framed and masonry.

1.3 Use of Premise: Community Centre.

2. The Occupants

Item	Comment	L	M	H
2.1 Approximate maximum number of persons on premise at one time:	450 this includes visitors and an occasional contractor.			
2.2 Are there likely to be significant numbers of non-employees/ residents on site:	Up to 450. There is a contract of hire whereby visitors the responsibility of those hiring the hall.			
2.3 Disabled persons :	There is disabled access through all doors.			
2.4 Sleeping Occupants:	No			
2.5 Young persons:	Young persons are always supervised by a responsible adult.			
2.6 Lone workers or persons in remote areas:	The alarm system due to be installed will allow for lone working to take place.			
2.7 Can any reasonable check be made upon numbers and identities of non-employees/ residents on site:	All visitors are the responsibility of those hiring the hall.			
OBSERVATIONS AND COMMENTS: Whepstead Community Centre is currently undergoing a refurbishment and is not being used for community activities.				

3. Electrical Sources of Ignition.

3.1 Adequate measures to prevent fires of electrical origin?	Yes- all electrical testing and inspections have been completed.	Green		
3.2 Fixed installation inspection complete?	The fixed installations were inspected on 21.06.2021.	Green		
3.3 Portable appliance testing carried out?	PAT testing was completed on 21.06.2021.	Green		
3.4 Are all alterations, repairs, electrical work carried out by a competent person?	Qualified contractors complete all building and maintenance work.	Green		
3.5 Suitable limitation of trailing leads and adaptors?	Wiring should be secured with metal clips/ fastenings not plastic cable ties.		Yellow	
3.6 Are all electrical rooms, cupboards, panels etc. kept locked and secure from unauthorised access?	The landlord's electrical distributions are located in the kitchen.	Green		
3.8 Is all electrical equipment switched off when not in use (where it is not designed to be left on)?	Persons hiring the centre are asked to switch electrical items off when not in use.	Green		

OBSERVATIONS AND COMMENTS:

Wiring:



4. Control of Sources of Fuel.

4.1. Is there appropriate standard of furniture and furnishings?	All furniture and fittings were found in good order.			
4.2 Is there extensive use of combustible materials i.e. Vinyl, plastic or thick wallpaper?	Typical linings are painted block walls -All were found in good order.			
4.3 Is the compartmentation of the premise of a reasonable standard?	The community centre has had a new roof fitted but compartments have not been carried up to roof level. The barrier walls should be extended to the roof and fire stopping completed.			
3.7. Adequate measures to prevent fires as a result of smoking? Including insulation of fire receptacles for cigarette butts, matches etc.?	'No smoking' signs are fitted.			

OBSERVATIONS AND COMMENT:

Kitchen compartment wall:



5. Housekeeping:

5.1 Is the standard of housekeeping adequate to prevent fire?	Good housekeeping was observed.			
5.2 Is combustible material waste accumulation avoided and disposed of away from the premise safely?	The bins are stored next to the community centre wall. The bins should be relocated a distance away from the property.			

5.3 Do all combustible materials appear to be separate from sources of ignition?	There are no combustibles stored with ignition sources.	Green		
5.4 Is inappropriate storage of combustible materials avoided?	Yes.	Green		
5.5 Are stored combustible materials kept to a minimum and stored in clearly defined areas set aside for this purpose?	Paints stored in the store room should be kept within the metal cabinets.		Yellow	
OBSERVATIONS AND COMMENTS:				
The kitchen extraction vents are cleaned as part of a maintenance schedule.				

6. Dangerous Substances

6.1 Are all dangerous substances stored safely and in compliance with the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) where appropriate?	N/A	-	-	-
OBSERVATIONS AND COMMENTS:				
No further commentary.				

7. Means of escape from fire and smoke spread.

7.1 Are fire dampers provided to protect means of escape against the passage of fire, smoke and products of combustion in the early stages of fire?	There are none fitted and they are not expected in a property of this type.	-	-	-
7.2 Is it considered that there is adequate means of escape in the event of a fire? - Distances of travel to standards?	Travel distances are acceptable.	Green		
7.3. Is the standard of fire resistance to wall satisfactory?	See detail in section 4.3		Yellow	
7.4 Adequate design and fitting of fire doors? - Signage. - Without defects. - Free from obstruction.	Fire doors are in good order.	Green		
7.5. Exits easily and immediately available to open where required?	Thumb turn locks should be fitted on final exit doors where a key is required to open them.		Yellow	

7.6 Refuge area provided in a safe area with adequate fire protection and means of communication?	No, nor is one expected.	-	-	-
7.7 Is the fire rating of flooring satisfactory?	Yes			
7.8. Where there are inner rooms are there means of ensuring the occupants of the room are made aware of a fire in the other room. E.g. smoke detection in inner room, vision panels?	N/A	-	-	-
7.9. Stair ventilation systems?	N/A	-	-	-
OBSERVATIONS AND COMMENTS:				
No further observations.				

8. Fire Detection and Warning Systems.

8.1 Is automatic fire protection installed?	A Grade A alarm system is fitted with automatic detection and manual call points. This system is currently inactive and being refitted.			
8.2. If no automatic system is installed is the system for raising alarm adequate?	See detail in section 8.4			
8.3 Are the location of call points suitable and clearly identified?	Call points are fitted by all final exit doors.			
8.4 Automatic fire detection types and extent adequate for occupancy and risk levels?	Automatic smoke detectors should be fitted in all areas that form part of an escape route and a heat detector should be fitted in the kitchen. The Responsible Person should ensure that the sound system is set to disarm if the alarm activates.			
8.5. Is the system monitored by a central station?	No, the fire signals are investigated by those using the property.			

8.6. Fire panel including zone plan or zone display panel?	The Responsible Person should identify the zones and list these at the fire panel.			
OBSERVATIONS AND COMMENTS:				
No further observations.				

9. Fire Extinguishing Equipment and Facilities.

9.1 Are fire extinguishers appropriate, correctly sited and signage visible? (At least one rated extinguisher per 200m of floor space)?	E Fire approved in March 2022 however extinguishers have been removed from their locations and should be replaced before reopening.			
9.2 Are firefighting hoses fitted?	No, nor are they expected.			
9.3 Travel distance to nearest extinguisher within 30m?	Yes.			
OBSERVATIONS AND COMMENTS:				
No further observations.				

10. Emergency Escape lighting.

10.1 Is emergency lighting provided on all exit routes?	Emergency lights were fitted to illuminate the escape routes however some lights have been removed during the refurbishment.			
10.2 Are lighting units self-contained?	Yes			
10.3 Is there a back-up generator available for emergency lighting?	No -and one is not expected.			
10.4. Where no automatic lighting is installed is escape lighting adequate?	Once the refurbishment is complete, The Responsible Person should ensure emergency lights illuminate all escape routes.			

10.5 Is there sufficient illumination at: - Changes of level? -fire alarm call points and firefighting media?	See 10.4			
OBSERVATIONS AND COMMENTS: No further observations.				

11. Fire Safety Signs and Notices.

11.1. Is the standard of Fire Safety signs and notices reasonable?	Wayfinding and fire exit signs acceptable.			
11.2. Are all fire safety signs clear (methods for opening doors etc.)?	Satisfactory as seen.			
11.3 Are fire Safety notices displayed stating what to do in the event of a fire?	Fire action notices should be placed by all final exit doors.			
OBSERVATIONS AND COMMENTS: No Further Observations.				

12. Testing and Maintenance of Installations.

12.1. Is there evidence of testing and servicing of all fixed firefighting systems? - Smoke curtains, dampers, hosereels etc.?	N/A	-	-	-
12.2 Is there evidence that the fire alarms tested once a week?	The fire alarm system is tested weekly by activation of a different call point.			
12.3. Is the fire alarm system regularly tested and examined by a competent person / system supplier?	The fire alarm is currently being updated.			
12.4. Is all emergency lighting tested and recorded?	Emergency lights are inspected monthly and records observed.			
12.5. Are all extinguishers tested and inspected by staff regularly?	Fire extinguishers are visually checked monthly.			

12.6. Fire Blankets tested?	Yes			
12.7 Are Fire shutters, if fitted tested?	N/A	-	-	-
12.8. Self-closing / automatic closing devices maintained?	N/A	-	-	-
12.9 Dry and Wet risers tested and maintained?	N/A	-	-	-
12.10 Adequate records of test and maintenance available?	Records are kept for all inspections and tests completed and available for inspection, if required.			
OBSERVATIONS AND COMMENTS:				
No further observations.				

13. Fire Safety Management

13.1 Fire Safety Responsible Person:	The Whepstead Community Centre Committee			
13.2 Fire Safety Policy in place?	A suitable fire policy was observed.			
13.3 Adequate number of competent persons / fire wardens appointed?	There are no persons with special responsibilities in the event of a fire.			
13.4 Are staff trained in: - The action to take on discovering fire? - How to raise alarm? - Action to take when the alarm sounds? - Arrangements to exit themselves and others from building? - How to call The Fire Service?	The cleaner should receive fire safety training.			
13.5 Adequate emergency plan in place and communicated?	The emergency plan and fire safety responsibilities are listed in the contract of hire.			
13.6. Fire Evacuation Drills carried out and recorded?	N/A	-	-	-



13.5 Is there satisfactory control over works carried out in the building by outside contractors including use of Hot Work Permits?	Hot work permits are required for any outside contractor completing such work.			
OBSERVATIONS AND COMMENTS:				
No further Observations.				

14.Fire Brigade Information and Facilities

14.1 Premise plans and operational information accessible to the fire service?	A plan of the premise is recommended and should be placed by the fire alarm panel.			
14.2 Fire Service Access?	Every part of every building can be accessed from within 45 metres of the point the nearest fire appliance could reach.			
14.3 Risers for fire service use?	N/A	-	-	-
OBSERVATIONS AND COMMENTS:				
No further observations.				

Action Plan:

Action:	Remarks.	Time to resolve.
Wiring should be secured with metal clips/ fastenings not plastic cable ties.		1 month
The community centre has had a new roof fitted but compartments have not been carried up to roof level.	The barrier walls should be extended to the roof and fire stopping completed.	1 month
The bins are stored next to the community centre wall. The bins should be relocated a distance away from the property.		.6 months
Paints stored in the store room should be kept within the metal cabinets.		1 month
Thumb turn locks should be fitted on final exit doors where a key is required to open them.		1 month
Automatic smoke detectors should be fitted in all areas that form part of an escape route and a heat detector should be fitted in the kitchen.		1 month
The Responsible Person should ensure that the sound system is set to disarm if the alarm activates.		
The Responsible Person should identify the zones and list these at the fire panel.		6 months
E Fire approved in March 2022 however extinguishers have been removed from their locations and should be replaced before reopening.		1 month.
Emergency lights were fitted to illuminate the escape routes however some lights have been removed during the refurbishment.	Once the refurbishment is complete, The Responsible Person should ensure emergency lights illuminate all escape routes.	3 months
Fire action notices should be placed by all final exit doors.		6 months

The cleaner should receive fire safety training.		1 month
Hot work permits are required for any outside contractor completing such work.		As required.
A plan of the premise is recommended and should be placed by the fire alarm panel.		6 months.

