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REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

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(Version 1.41)

This document has been equality impact assessed in line with Wiltshire FRS procedure – to view the assessment [click here](#)

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Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Chris Smith
Address of Premises	Christchurch Community Centre Cricklade Street Old Town
Postcode	SN1 3HB
Fire Authority Premise ID <i>(Available from Fire & Rescue Authority)</i>	BL307679
Assessor:	Chris Smith

Date of Fire Risk Assessment	19/12/13
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>	
Subsequent Review Dates	
Reviewed by	Date
Reviewed by	Date
Reviewed by	Date

GENERAL INFORMATION

THE PREMISES	
Number of floors in building: <i>(To include basements)</i>	1
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	370m ²
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Purpose built timber building
Primary usage: (eg Hotel, Shop)	Community Centre
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	

OCCUPANCY PROFILE					
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS	
	0000 to 0400	A	0000 to 0400	A	
	0400 to 0800	A	0400 to 0800	A	
	0800 to 1200	B/C	0800 to 1200	D	
	1200 to 1600	B/C	1200 to 1600	B/C	
	1600 to 2000	B	1600 to 2000	B/C	
	2000 to 2400	B	2000 to 2400	B/C	
Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	Y	Average Mobility	Y	Vulnerability Issues
					Y

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants (<i>Details of numbers - public/staff</i>)	N/A
Disabled occupants (<i>Personal Emergency Evacuation Plans in use when necessary</i>)	There may be disabled visitors visiting the facility but there are no employees/volunteers that regularly use the facility.
Occupants in remote areas (<i>Lone working/isolated areas</i>)	There is regular lone working by volunteers and employees and hour or so before activities start.
Young person's (<i>Individual Risk Assessment provided for those persons under 16 yrs</i>)	Young persons will regularly be in the facility however they will always be accompanied by either their parent or a group leader.
Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	Yes

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (Every 5 years)		YES
Portable appliance testing carried out on a risk assessed basis?		YES
Suitable policy in place regarding the use of personal electrical appliances?		NO
Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fixed electrical test	Certificate has not been handed over yet as it is a new build	Ensure certificate is received and that 5 year electrical inspection is carried out
Portable equipment – poorly maintained	All electrical equipment in the centre is new	A PAT testing regime is to be set up
Volunteers bringing in their own poorly maintained electrical equipment	None	Within the written agreement it will state all electrical equipment must be in good condition.
<p>Deficiencies and Comments: This is a new facility – The fixed wiring certification is still to be handed over and 5 year electrical inspections to be carried out</p> <p>Chris is going to set up PAT testing of portable appliances</p> <p>Within the written agreement for people using the facility it will state all electrical equipment must be in good condition</p>		

SMOKING		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?	NO	
Smoking permitted in appropriate areas?	YES	
Suitable arrangements for those who wish to smoke?	YES	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
People smoking during functions	None	A designated area to be identified so that people can smoke during functions in a safe location
Deficiencies and Comments:		
Smoking will be permitted in the garden during functions No smoking signage to be displayed on all entrances		

ARSON/DELIBERATE IGNITION		
Basic security against arson by outsiders or other persons appears reasonable.	YES	
<i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO	
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

PORTABLE HEATERS		
Portable heaters are used within the premises.	YES	
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	NO	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A	
Identified Hazards	Existing Control Measures	Additional Control Measures Required

750 W/ 1.5 kW Convactor Heaters	Used in a controlled way and on an as required basis.	Not needed
Deficiencies and Comments:		
N/A		

FIXED HEATING INSTALLATIONS		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards		Existing Control Measures
		Additional Control Measures Required
Deficiencies and Comments:		
Heating maintenance contract to be set up.		

COOKING	
Measures taken to prevent fires as a result of cooking.	
Filters cleaned or changed and ductwork cleaned regularly?	YES
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	YES

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Kitchen fire	Fire blanket and CO ² Automatic shutter activated on when alarm is activated	Filters to be cleaned regularly
Deficiencies and Comments: Cleaning regime to include cleaning filters in the kitchen area		

LIGHTNING		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comment		

DANGEROUS SUBSTANCES		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		/ NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

HOUSEKEEPING		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?		YES
Appropriate storage of hazardous materials?		N/A
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		NO
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details: Chris has been advised to seek advice if hot works are needed in the future		NO
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
No evacuation procedure leading to uncontrolled evacuation in the event of a fire	None	Fire evacuation procedure is in the process of being written. Contractors to be advised on the procedure on commencing work
Deficiencies and Comments: Fire evacuation procedure is in the process of being written. Contractors to be advised on the procedure on commencing work		

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy(ies) have been adopted.</p>	
SINGLE STAGE EVACUATION	
<p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	YES

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE		
It is considered that the premises are provided with reasonable means of escape in case of fire.		YES
Adequate design of escape routes?		YES
Reasonable distances of travel when:		
Where there is escape in a single direction?		YES
Where there are alternative means of escape?		YES
Suitable protection of escape routes? (Fire resisting construction)		YES
Adequate provision of exits?		YES
Exits easily and immediately open-able where necessary?		YES
Escape routes unobstructed?		YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Locked gate to garden – entrapment of persons evacuating from the garden fire exit	None	Key to the gate to be placed in break glass
Parish office entrance door cannot be opened from the inside.	None	Lock to be changed to allow opening from the inside
Deficiencies and Comments:		
Key to the garden gate to be placed in break glass or gate to be unlocked when community centre is open		

Lock to be changed on the parish office entrance, so that the door can be opened from the inside

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting)		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

EMERGENCY ESCAPE LIGHTING

It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Failure of emergency lighting	None	Monthly flick test to be put in place and maintenance contract
Deficiencies and Comments:		
Monthly flick test to be put in place and maintenance contract		

FIRE SAFETY SIGNS AND NOTICES

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.		No
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Fire extinguishers moved by visitors leading to the wrong location of extinguishers	Extinguishers have signage on them	Place signage above the extinguishers
No fire action signage in place	None	Place fire action signage by break glass points

<p>Deficiencies and Comments:</p> <p>Extinguisher signage to be put in place</p> <p>Evacuation signage to be displayed</p>

MEANS OF GIVING WARNING IN CASE OF FIRE	
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Reasonable manually operated fire warning system provided?	YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) L3.....	YES
Throughout Premises	YES
Part of Premises only	NO
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
Remote transmission of alarm signals to a monitoring station or other?	NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required
Failure of fire alarm	None	Fire alarm to be checked daily Fire alarm to be tested weekly Maintenance contract to be set up

<p>Deficiencies and Comments:</p> <p>Fire alarm to be checked daily for any faults</p> <p>Fire alarm to be tested weekly</p> <p>Maintenance contract to be set up</p>
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MANUAL FIRE EXTINGUISHING APPLIANCES	
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Reasonable provision of portable fire extinguishers?	YES	
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES	
Is suitable wall signage provided relevant to extinguisher?	NO	
Are hose reels provided?	NO	
Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

Signage to be displayed for the extinguishers
Display fire action plan

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		NO
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments		

FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC		
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Deficiencies and Comments:		

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Chris Smith
Deputy or assistant:	Churchwarden – Daniel Pitt
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety Chris Smith.....	YES
Is there a suitable record of the fire safety arrangements?	NO
Appropriate fire procedures in place?	NO
Are procedures in the event of a fire appropriate and properly documented?	NO
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	NO
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
Is there a suitable fire assembly point(s)?	YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	NO
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	NO
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	NO
Deficiencies and Comments: New development – Arrangements to be finalised and put in place <ol style="list-style-type: none"> 1. Alarm checks and maintenance 2. Evacuation procedures 3. Staff/volunteers to be trained in evacuation 	

TRAINING AND DRILLS	
Fire safety training is managed by:	Chris Smith
Deputy or assistant:	Churchwarden – Daniel Pitt
Are all staff given adequate fire safety instruction and training on induction?	NO
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	NO
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	NO
The general fire precautions in the building?	NO
Action in the event of a fire?	NO
Action on hearing the fire alarm signal?	NO
Method of operation of manual call points?	NO
Location and use of fire extinguishers?	NO
Means for summoning the fire and rescue service?	NO
Identity of persons nominated to assist with evacuation?	NO
Identity of persons nominated to use fire extinguishing appliances?	NO
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details:	NO
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc) Give details:	NO

When the employees of another employer work in the premises, are they	NO

provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)? Give details: All individuals providing a course/service from the community center should be made aware of the fire evacuation procedures	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A / YES / NO
Deficiencies and Comments: The fire evacuation procedure is in the process of being written. Once in place this shall be communicated to all staff/volunteers and all individuals providing a course/service from the community centre	

TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	Chris Smith
Deputy or assistant :	Churchwarden – Daniel Pitt
Adequate maintenance of workplace?	NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	NO
Monthly and annual testing routines for emergency escape lighting?	NO
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	NO
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	NO
Annual inspection and testing of lightning protection system?	NO
Other relevant inspections or tests: Give details:	
Deficiencies and Comments: <ol style="list-style-type: none"> 1. Maintenance contract to be sourced for the fire alarm 2. Weekly fire alarm testing to be initiated 3. Lighting testing and maintenance contract to be sourced 4. Fire door checks 5. Plan of the building to be obtained 	

RECORDING

Appropriate records held for:	
Fire drills?	NO
Fire training?	NO
Fire alarm tests?	NO
Emergency escape lighting tests?	NO
Maintenance and testing of other fire precaution systems?	NO
Location of Records: (Available for inspection by Fire Authority if required) Give Details: In Chris Smiths office	
Deficiencies and Comments: Templates are in place. Testing regime to start in the new year	

PRIORITY	MEANING
High P1	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost (P1*)</i>
Medium P2	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low P3	Low priority to be actioned within 6 months-1year <i>Items of non-urgent priority or for future consideration</i>
V. Low P3+	Items of non-urgent priority that should be planned as part of the next refurbishment schedule.

Deficiencies and recommendations identified earlier within this risk assessment have been copied into the following Remedy Action Plan and appropriate action should be taken.

- Addition review comments are in bold
- Actions in grey have been completed
- Actions in white have not been completed since FRA in 2013. New actions will be identified during 2014 review

Chris Smith has confirmed that since the FRA in 2013, there have been no significant changes to the building that would affect the FRA.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Electrical 1. The fixed wiring certification is still to be handed over and 5 year electrical inspections to be carried out 2. Set up PAT testing of portable appliances 3. Within the written agreement for people using the facility it will	Medium P2	June 2014	Chris Smith	

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
	state all electrical equipment must be in good condition				
2	<p>Smoking</p> <p>Smoking will be permitted in the garden during functions. Users of the facilities to be made aware of the permitted smoking area</p>	Medium P2	June 2014	Chris Smith	
3	<p>Heating</p> <p>Heating maintenance contract to be set up.</p>	Medium P2	June 2014	Chris Smith	
4	<p>Fire Evacuation</p> <p>Fire evacuation procedure is in the process of being written.</p> <ol style="list-style-type: none"> 1. Staff/volunteers and all individuals providing a course/service from the community centre to be trained in evacuation procedure. 2. Contractors to be advised on the procedure on commencing work 3. Key to the gate to be placed in break glass or gate to be unlocked when community centre is open 4. Lock to be changed on the parish office entrance, so that the door can be opened from the inside 5. Records of all training to be kept 	High P1	March 2014	Chris Smith	
5	<p>Emergency lighting</p> <ol style="list-style-type: none"> 1. Monthly flick test to be put in place 2. Maintenance contract to be sourced 3. Records of all tests and maintenance to be kept 	Medium P2	June 2014	Chris Smith	
6	<p>Signage</p> <ol style="list-style-type: none"> 1. Extinguisher 2. Fire action plan 3. Smoking signage to be put in place 	Medium P2	June 2014	Chris Smith	
7	<p>Fire Alarm</p> <ol style="list-style-type: none"> 1. Fire alarm to be checked daily for any faults 2. Alarm to be tested weekly 3. Maintenance contract to be set up 4. Records of all tests and maintenance to be kept 	<p>High P1 – Items 1 & 2</p> <p>Medium P2 – Items 3 & 4</p>	March 2014	Chris Smith	

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
8	Fire Doors <ol style="list-style-type: none">1. Fire doors to be checked weekly for condition2. Records of all tests and maintenance to be kept	High P1	March 2014	Chris Smith	
9	Plan of the building to be obtained	Medium P2	June 2014	Chris Smith	