



FIRE RISK ASSESSMENT

REGULATORY REFORM (FIRE Safety) order 2005

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Norma Corkish, Chair of Trustees		
Address and contact number of Premises	The Community Centre 130 Upper Hale Road Farnham Surrey 01252 722362		
Postcode	GU9 0LH		
Fire Authority Premise ID <i>(Available from Fire & Rescue Authority)</i>			
Assessor:	Melissa Salisbury, Centre Manager		
Date of Fire Risk Assessment	3/11/2015		
<p><i>The purpose of this report is to provide an assessment of the risk to life from fire in the building and where appropriate to make recommendations to ensure compliance with fire safety legislation. It is based on a visual survey and information supplied by the organisation. No physical testing of equipment or systems was undertaken. This Fire Risk Assessment should be reviewed by a competent person annually or at such an earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.</i></p>			
<p><i>(This risk assessment should be reviewed annually or at such an earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)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></p>			
Subsequent Review Dates			
Reviewed by	Cathy Burroughs	Date	02/7/2018
Reviewed by	Isabel Gunn	Date	Feb 2023
Reviewed by	Sue Connolly	Date	March 2024

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General Information

THE PREMISES	
Number of floors in building:	One
Approximate floor area: (m²)	Approximately 239.51 m ²
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	A purpose built community centre built in 2009 from brick and timber.
Primary usage: (eg Hotel, Shop)	Community centre – hired out to user groups
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	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	0	0000 to 0400	0
	0400 to 0800	0	0400 to 0800	0
	0800 to 1200	B	0800 to 1200	A
	1200 to 1600	B	1200 to 1600	A
	1600 to 2000	A	1600 to 2000	A
	2000 to 2400	A	2000 to 2400	A
Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None				

OCCUPANTS AT RISK FROM FIRE	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	None
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Occasionally
Occupants in remote areas <i>(Lone working/isolated areas)</i>	Office, consulting room
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	Occasionally
Others <i>(Details of Elderly/Infirmary/Mental Ability)</i>	Seniors meeting each week

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	Centre Manager, Staff, Volunteers, Hirers and users, ad hoc other user groups (E.g NHS)

Fire Loss Experience:	None recorded or known
Assessed Risk Category:	Normal

IDENTIFICATION OF FIRE HAZARDS

SOURCES OF IGNITION

Ignition source identified	Evaluation of Risk	Existing Control Measures	Additional Control Measures Required
Smokers (cigarettes etc)	Although smoking is prohibited in the building and grounds there is a possibility that some may ignore this and smoke close to the building. Carelessly discarded or improperly extinguished cigarettes could start a fire.	Signs around the building. Bin outside front door	
Electrical equipment General equipment throughout the building including vacuum cleaner and floor polisher in cleaning cupboard	Worn, damaged to untested electrical equipment or wiring could start a fire.	Visual inspection is carried out regularly to check for defects. The PAT test is carried out annually by a competent person. Electrical system checked periodically by a registered electrician	
Arson/vandalism	Possibility of deliberate ignition.	All combustible materials are removed from premises. Bins are emptied regularly. Lighting is provided for illumination of outside areas. Solar lighting added to areas used by evening users.	
Heating boiler	Electrical faults could cause fire.	Gas safe test conducted regularly along with servicing by registered person.	

		Boiler is situated in cleaning cupboard with fire door.	
Cooking – Ovens, hob, microwave, kettle	Users could leave hob/oven unattended and could start a fire. Worn or damaged equipment could start a fire.	PAT testing is carried out annually by registered persons. Equipment inspected periodically to ensure that it is free from damage and excessive wear, and is clean and in good working order.	

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?	YES
Suitable limitation and management of trailing leads and adaptors?	YES

SMOKING

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?	YES
Smoking permitted in appropriate areas?	YES
Suitable arrangements for those who wish to smoke?	YES

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?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES

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

COOKING

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	N/A

SOURCES OF FUEL

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Combustible source identified	Evaluation of Risk	Existing Control Measures	Additional Control Measures Required
Cleaning chemicals	Chemicals and cleaning supplies stored next to the boiler.	Fire door on cupboard to control spread. Metal Cabinet used to store supplies to reduce risk of combustion.	
Wooden tables, furniture, various boxed items kept in cupboards, blinds throughout building	Combustible materials could assist in starting/spreading fire. Furniture etc could become ignited and start or aid the spread of fire.	Combustible materials are kept in their designated areas and clutter avoided where possible. Waste materials kept to minimal and regularly managed.	

IDENTIFICATION OF PEOPLE AT RISK

People at risk	Evaluation of Risk	Existing Control Measures	Additional Control Measures Required
People who use the premises	Fire could block means of escape via the main entrance. People could misuse equipment and start a fire.	Many escape routes – most rooms have at least two. Clear signage to indicate escape routes with emergency lighting. Fire evacuation procedure is gone through with each user group in detail and instructions given in writing in hirers agreement. Hirers agreement explains how to call the fire brigade in case of fire. Emergency evacuation plans in each room and updated regularly. Safety Visits from Surrey Fire & Rescue.	
People with disabilities or special needs, vulnerable adults or children.	Mobility issues may hinder evacuation. Sight or hearing problems could affect identifying alarms.	All groups are responsible for their own users.	Look at removing the door threshold on exit doors to make them more wheelchair friendly.

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

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Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	YES
Is there satisfactory control over works including use of hot-work permits, where appropriate, carried out in the building by external contractors?	YES
Give details: Contractors are requested to show any permits before work commences.	

EVACUATION STRATEGY

SINGLE STAGE EVACUATION

It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of safety.

YES

Written copies of Evacuation Procedures are located as follows:

In the Main Hall, Lounge, Training Room, Fridge & Cupboard, Office, Consulting Room, Kitchen and Reception area.

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

When alternative means of escape are used?

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

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 reasonably 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?

YES

EMERGENCY ESCAPE LIGHTING

Is it considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?

YES

FIRE SAFETY SIGNS AND NOTICES	
Is it considered that there is a reasonable standard of fire safety signs and notices? This includes fire exit, fire resisting door and hazard signage.	YES
MEANS OF GIVING WARNING IN CASE OF FIRE	
Reasonable manually operated fire warning system provided?	YES
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Break glass points, fire alarm	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	
Throughout Premises	YES
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
FIRE EXTINGUISHERS	
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 the extinguisher?	YES
Are hose reels provided?	NO
Deficiencies and Comments: Having assessed the building, we have two fire extinguisher positions towards either end of the building, so that having checked the panel the location of the fire can be identified. One further extinguisher in the kitchen with two fire blankets.	

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Board of Trustees
Deputy or assistant:	Melissa Salisbury
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 Melissa Salisbury Fire training, testing, maintenance	YES
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place?	YES

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Are procedures in the event of a fire appropriate and properly documented?	YES
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 firefighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	YES
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?	YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	N/A
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES
Deficiencies and Comments:	
TESTING AND MAINTENANCE	
Testing and Maintenance is managed by:	Sue Connolly Assistant Manager
Deputy or assistant :	Isabel Gunn Assistant Administrator
Adequate maintenance of the workplace?	YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	YES
Six monthly inspections and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspections 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?	YES
Annual inspection and testing of lightning protection systems?	YES
Other relevant inspections or tests: Give details: Business safe and well visit with Surrey Fire & Rescue	YES
Deficiencies and Comments:	
Regular testing of fire detection and alarm systems carried out	
TRAINING AND DRILLS	
Fire safety training is managed by:	Melissa Salisbury, Centre Manager
Deputy or assistant:	Sue Connolly

Are all staff given adequate fire safety instruction and training on induction?	YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals? Annually	YES
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?	YES
The general fire precautions in the building?	YES
Action in the event of a fire?	YES
Action on hearing the fire alarm signal?	YES
Method of operation of manual call points?	YES
Location and use of fire extinguishers?	YES
Means for summoning the fire and rescue service?	YES
Identity of persons nominated to assist with evacuation?	YES
Identity of persons nominated to use fire extinguishing appliances?	YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details: Annually to cover all user groups	YES
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: Through Board meetings which are minuted	YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)? Give details: Induction covers fire procedures	YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A
Deficiencies and Comments:	

RECORDING	
Appropriate records held for:	
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required)	

Give Details: Fire bag by front door, invoices for maintenance and testing of fire precaution systems.	
Deficiencies and Comments:	

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Metal cabinet in cleaning cupboard to store cleaning materials and chemicals	Med	May 2016	Cathy Burroughs	Completed
2	Training for volunteers & regular users Med	Med	Sept 2018 Cathy Burroughs	Cathy Burroughs	
3	Light alarm in xxxxx in disabled toilet. Board decision 8/5/2018	Low		Cathy Burroughs	
4	New larger cabinet obtained and cleaning cupboard layout revised.	Low	Feb 2023	Isabel Gunn	Completed