NORTH PETHERTON COMMUNITY CENTRE MANAGEMENT COMMITTEE
CHARITY NUMBER: 291048

# FIRE RISK ASSESSMENT

**Introduction**

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to North Petherton Community Centre.

For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is The North Petherton Community Centre Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment.

This assessment (October 2024) replaces all previous assessments.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly.

The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

1 – Identify fire hazards
2 – Identify people at risk
3 – Evaluate, remove, reduce and protect from risk
4 – Record, plan, inform, instruct and train
5 – Review

This Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the Community Centre, namely:

1. Main Hall entrance and foyer
2. Main Hall Toilets
3. Main Hall & Stage
4. Main Hall kitchen
5. Committee Room & Bar Area
6. Bar Cellar Room
7. Caretakers Cupboard (MH)
8. Utilities Cupboard (MH)
9. Cleaners store x 2 (MH)
10. Chair Store (MH)
11. Bowls Store Cupboard
12. Toddlers Store Cupboard
13. Boiler room (MH)
14. Refuse compound (MH)
15. Small Hall entrance and foyer
16. Small Hall Library Area
17. Small Hall Kitchen
18. Town Council Office
19. Small Hall Toilet
20. Small Hall Pantry Store
21. Small Hall Store Room off Foyer
22. Small Hall Library Friends Storage cupboard
23. Boiler Room (SH)

MH – Main Hall SH - Small Hall

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, firefighting and precautionary equipment, escape routes emergency lighting, signs and notices.

The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

## 1. Fire Hazards: Sources of Ignition, Fuel and Oxygen

1.1 The main sources of ignition are the various items of electrical equipment located in the kitchens e.g. gas ovens, cooker, plate warmers, dishwashers, microwaves, fridges, freezers, water heaters, and together with audio-visual equipment in the main hall. There are 2 no. gas central heating boilers located in the boiler rooms in both halls with associated controls. Central heating controls for the building are in the Main Hall and the Small Hall Library Area.

1.2 Elsewhere, the main sources of ignition are electric equipment in the Small Hall Library and Town Council Office, including Computers, Photo copiers, etc. Plus, beverage fridges, bar pumps and till located in the bar area in the committee room. Electric Sockets and lighting located throughout all areas of the building are also a source of ignition.

1.3 The principal sources of fuel are concentrated in the caretaker's cupboard, cleaners cupboards and pantry store include paint and varnishes.

1.4 Elsewhere, the main sources of fuel are the upholstered seating, stage curtains in the main hall and curtains in the small hall.

1.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the extractor fans are used in the main hall.

## 2. People at Risk

2.1 People who use the hall and may be at risk if there is a fire include:

Hirers
The Community Centre Management Committee
Town Council Staff
Library Staff
Local organisations
Contractors
Cleaners

Library Visitors & volunteers
Hirers, contractors and visitors who are unfamiliar with the hall layout
Children
The elderly
People with disabilities (mobility, hearing or vision impairment)

**3. <u>Evaluate, remove, reduce and protect from risk the risk of fire occurring</u>**

3.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise gas cookers located in the main hall kitchen, and gas boilers in the
boiler rooms. Combustible materials are kept away from these sources and all
equipment and boiler are regularly serviced and maintained in a good state of repair. \

3.2 Elsewhere, electric sockets and lighting are well maintained.

***The risk to people***

3.3 An evaluation has been carried out of the actual risk to people identified in Step 2 in the event fire did start and spread for those areas with the main sources of ignition i.e kitchens and boiler rooms.

3.4 All areas of the hall are at ground level and are open to the various escape routes available.

3.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchens and small hall library which area an essential part of the facilities available to users of the Community centre. Removal would not be in the best interests of the community centre or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing and replacement.

3.6 Similarly, the boilers located in the boiler rooms are essential for the comfort and well-being of users of the hall. The potential hazards are minimised through regular serving. The boilers in the boiler rooms meet the latest safety requirements.

3.7 The paint and varnishes are located in the caretaker's cupboard and cleaning cupboard which is kept locked.

3.8 The Community centre operates a No Smoking Policy in all areas of the building.

3.9 Elsewhere flammable materials are limited to curtains, tables and seating and generally are kept away from potential hazards. Similarly, mats, toys and various sports and leisure equipment used by local groups are kept secure in various store cupboards where potential fire risks are low.

***Removal/ reduction of the risks to people***

3.10 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

3.11 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance foyer, main hall, main kitchen, small hall foyer and small hall.

3.12 Fire extinguishers for particular types of fire are situated in the main entrance foyer, main hall, kitchen, committee room, small hall foyer, small hall and small hall kitchen as detailed in the accompanying table. These are regularly inspected, and the Certificate of Inspection is contained in the appendix. Fire blankets are also located in the main kitchen and the small hall kitchen.

3.13 There are seven main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The main escape routes are (1) via the main entrance (2 & 3) via 2 external emergency doors off the main hall (4) via external emergency door side entrance. (5) an external emergency door in the Small Hall. (6) The Small Hall main entrance. (7) Emergency door in the main hall kitchen.

3.14 Escape routes are all listed in the accompanying table. All external emergency doors lead to the outside with access to the car park and the designated Fire Assembly point, which is a clear distance from the hall. The Fire Assembly Point is located adjacent to the Public Toilets on Fore Street – Top right side of the Car Park..

3.15 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed in the accompanying table.

3.16 Notices indicating the location of emergency exits and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

***Installation, testing and maintenance***

3.17 All fire prevention and firefighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

3.18 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, water boiler and the fire alarm.

3.19 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. A copy of the report/certificate is contained in the appendix of this document. The electrical system is also checked on a 5-year basis and a safety certificate obtained. The gas boilers and gas cookers are serviced on an annual basis.

**Conditions of Hire**

3.20 The conditions of hire of the Community Centre states that fire and other exits must not be obstructed. The conditions of hire are shown on the Community Centres website.

3.21 For entertainment events particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

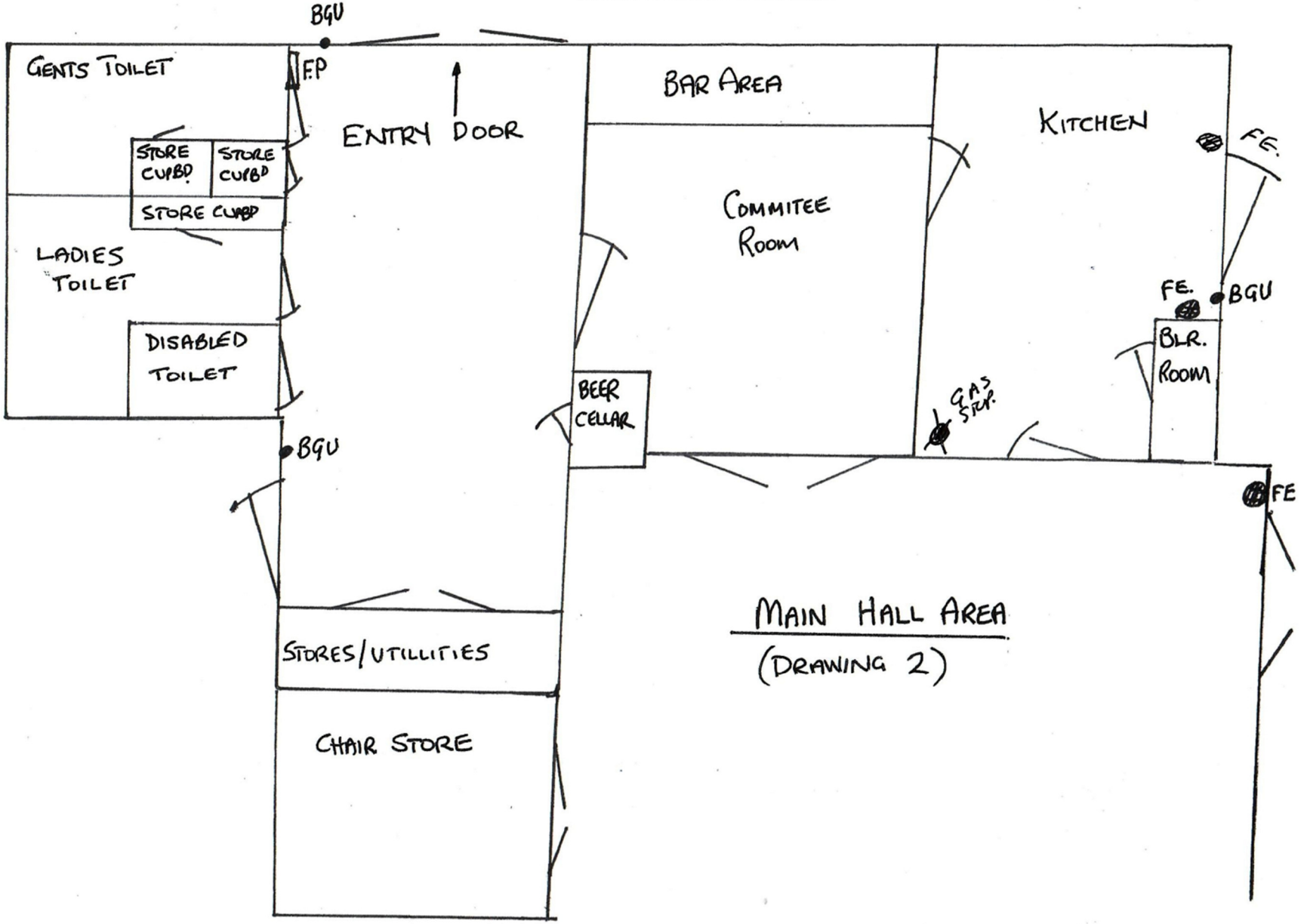
## 4. Record, Plan, Inform, Instruct and Train

## Significant findings and action taken

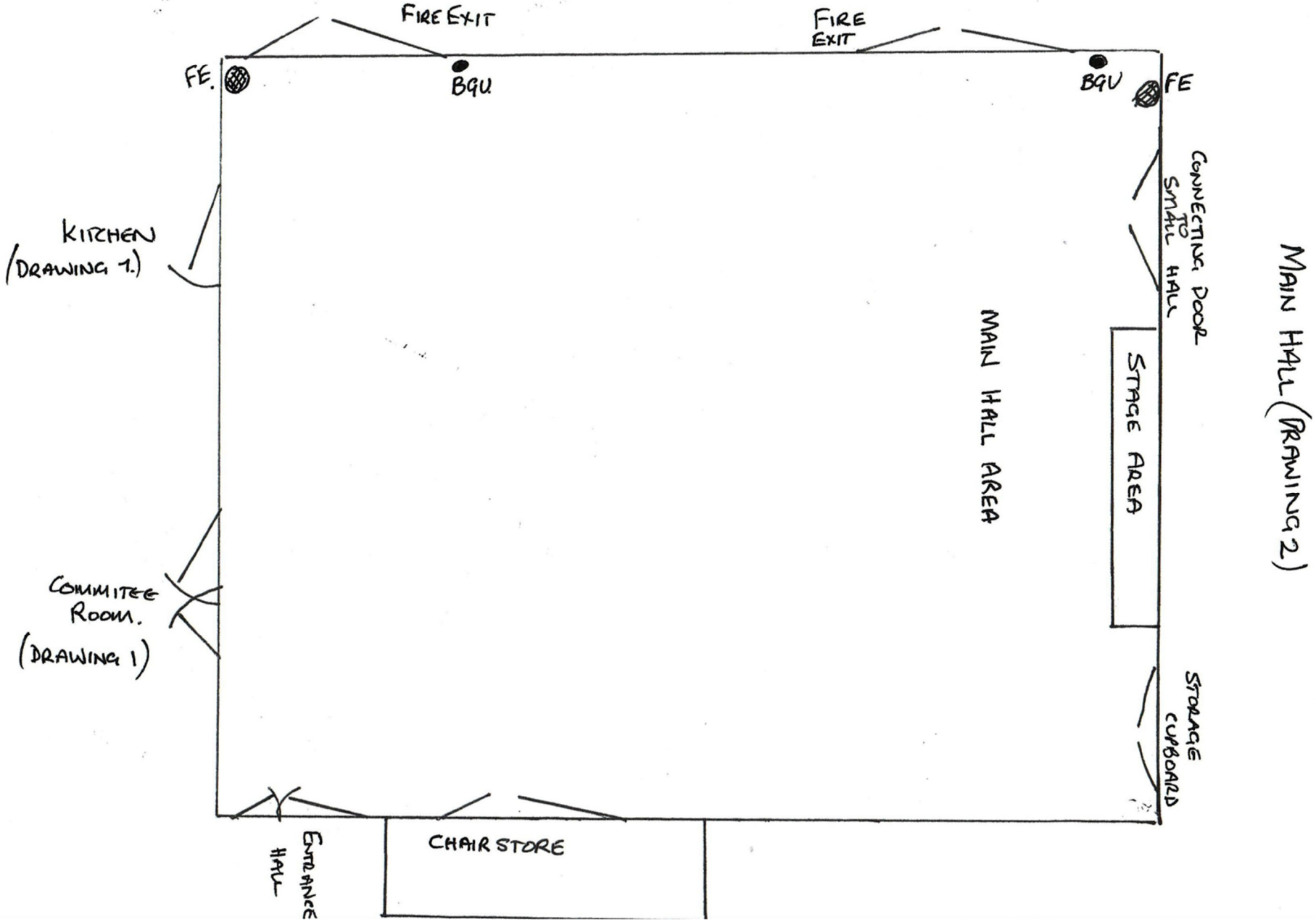
4.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

4.2 Plans showing the general fire safety measures for both halls is included over page.

# MAIN HALL ENTRANCE AREA (DRAWING 1)



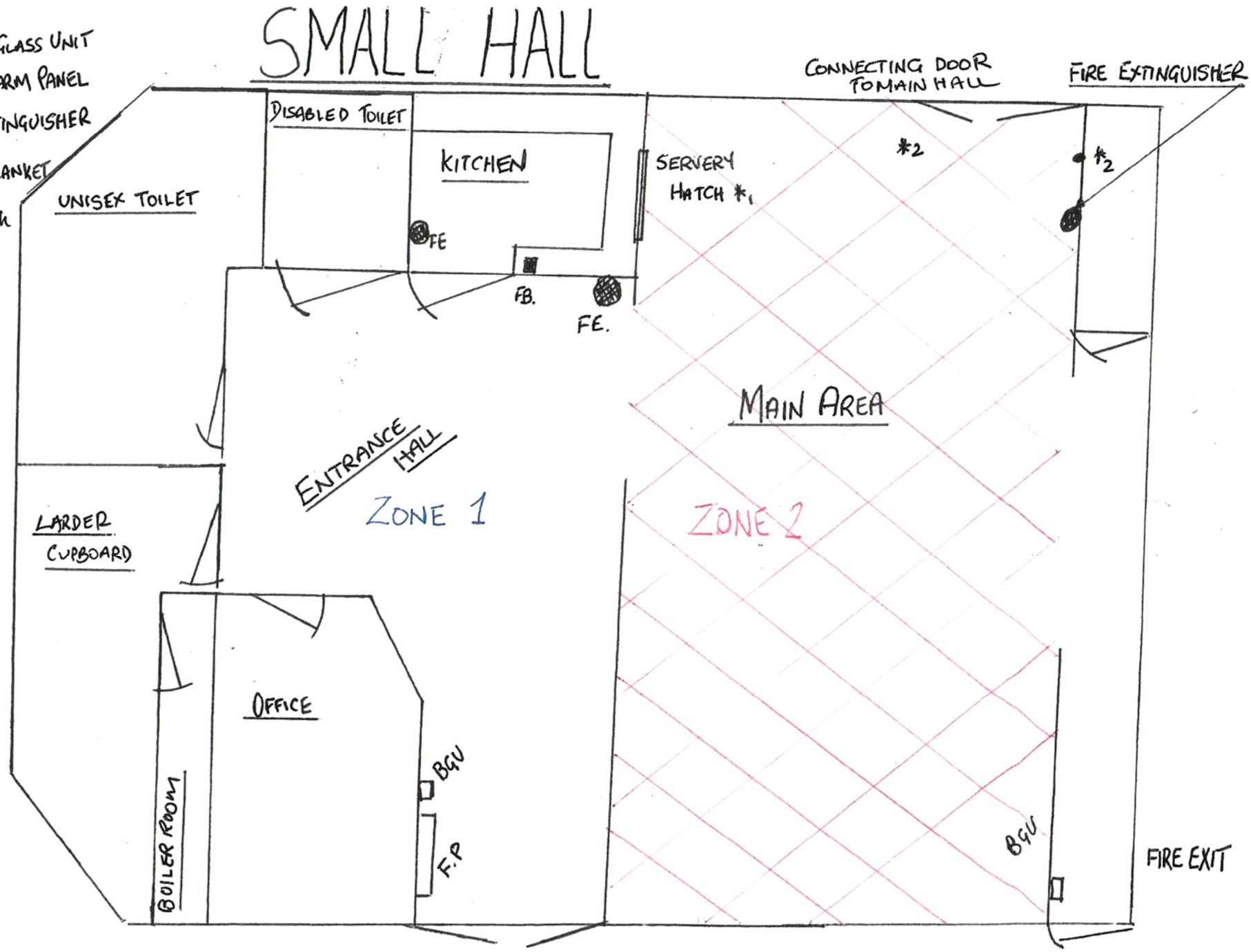

## MAIN HALL AREA (DRAWING 2)


FIRE EXIT
FIRE EXIT
FE.
BGU
BGU
FE
CONNECTING DOOR TO SMALL HALL
KITCHEN (DRAWING 1.)
MAIN HALL AREA
STAGE AREA
COMMITEE ROOM. (DRAWING 1)
STORAGE CUPBOARD
ENTRANCE HALL
CHAIR STORE
MAIN HALL (DRAWING 2)

# SMALL HALL

BGU - BREAK GLASS UNIT
FP - FIRE ALARM PANEL
FE - FIRE EXTINGUISHER
FB - FIRE BLANKET

*1 - Service hatch operate with alarm
*2 Mag. door stops operate from alarm.



***Emergency plan***

4.3 The Community Centre has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire and additional information for hirers, state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.

4.4 Copies of the Conditions of Hire and the conditions are provided to hirers who are required to accept and adhere to them.

4.5 Signs indicating the location of emergency exits and fire extinguishers are posted at various prominent and visible points throughout the village hall.

4.6 Fire safety advice is given to the hall cleaner and contractors.

## 5. Review

5.1 This fire risk assessment has been carried out for the Community Centre following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

| Location | Source of ignition, fuel and oxygen | Fire detection, firefighting and precautionary equipment | Escape Routes | Emergency lighting, Signs and notices |
|---|---|---|---|---|
| **1.Main entrance & Foyer** | Electric Sockets and lighting | Fire alarm call point,<br>Fire Detection sensor,<br>Water extinguisher | Via main door or side door | Emergency lighting<br>No smoking signs<br>Action in event of fire sign |
| **2. Main Hall Toilets** | Electric Lighting<br>Hand Dryers | Fire Detection sensors | Via foyer, main or side entrance. | Emergency lighting |
| **3. Main Hall & Stage** | Electric Sockets and lighting<br>Room extractor fan<br>Audio visual equipment, including projector, screen & PA system.<br>Stage Curtains<br>Chairs | 2 Fire alarm call points<br>Fire detection sensors x 3<br>2 foam extinguishers | Via emergency exit doors in main hall. | Emergency lighting<br>No smoking signs<br>Action in event of fire sign x 2 |
| **4. Main Hall Kitchen** | Electric Sockets and lighting<br>Fridge x2, Freezer,<br>Gas Cookers x 2, Extractor fans, Microwaves 2,<br>Dishwasher x 2, Plate warmer, water boiler. | Fire detection sensor<br>Co2 extinguisher<br>Powder extinguisher<br>Fire Blanket<br>Emergency gas stop button x3 | Via emergency exit door in kitchen. | Emergency lighting<br>Action in event of fire sign. |
| **5. Committee Room & Bar area** | Electric Sockets and lighting<br>Til<br>Bar Fridges | Fire detection sensor<br>Foam extinguisher | Via foyer, main or side entrance. | Emergency Lighting<br>Action in event of fire sign |
| **6. Bar Cellar Room** | Electric Sockets and lighting<br>CO2 canisters | Fire Detection Sensor | Via foyer, main or side entrance. | None |

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|---|---|---|---|---|
| **7. Caretakers Cupboard (MH)** | Electric Sockets and lighting<br>Paint & Varnishes | None | N/A | None |
| **8. Utilities Cupboard (MH)** | Electric Sockets<br>Main Fuse Board (MH)<br>CCTV Monitoring Equipment | None | N/A | None |
| **9. Cleaners Stores x 2 (MH) Ladies & Gents Toilets** | Cleaning Chemicals<br>Paint | None | N/A | None |
| **10. Chair Store** | Electric Sockets & Lighting | Fire Detection Sensor | Via emergency exit doors in main hall. | None |
| **11. Bowls Store Cupboard** | Electric Sockets and lighting<br>Bowls Equipment | None | Via emergency exit doors in main hall. | None |
| **12.Toddlers Store Cupboard** | Electric lighting<br>Toys | None | Via emergency exit doors in main hall. | None |
| **13. Boiler Room (MH)** | Electric Sockets and lighting<br>Gas Boiler<br>Hot Water Boiler | Fire Detection Sensor | Via emergency exit door in kitchen. | None |
| **14. Refuse Compound** | Refuse Bins | None | N/A | None |
| **15. Small Hall Entrance & Foyer** | Electric Sockets and lighting | Fire alarm call point,<br>Fire Detection sensor,<br>Water extinguisher | Via Small Hall main entrance | Emergency Lighting<br>Action in event of fire sign |
| **16. Small Hall Library Area** | Electric Sockets and lighting<br>Computers x 3<br>Printer<br>Computer Server<br>Television<br>Extension leads | Fire Detection Sensor<br>Fire Extinguisher<br>Fire Alarm Point | Via emergency exit door | Emergency lighting<br>No smoking signs<br>Action in event of fire sign |

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|---|---|---|---|---|
| **17. Small Hall Kitchen** | Electric Sockets and lighting<br>Fridge, Electric Cooker & Hob<br>Water Boiler | Fire Detection Sensor<br>Fire Extinguisher<br>Fire Blanket<br>Fire Roller Shutter | Via Small Hall main entrance | Emergency lighting<br>No smoking signs<br>Action in event of fire sign |
| **18. Town Council Office** | Electric Sockets and lighting<br>Printer | Fire Detection Sensor | Via Small Hall main entrance | None |
| **19. Small Hall Toilet** | Electric Sockets and Lighting<br>Hand dryer | Fire Detection Sensor | Via Small Hall Main entrance | None |
| **20. Small Hall Pantry** | Electric Sockets and lighting<br>Fridge<br>Freezer | Fire Detection sensor | Via Small Hall Main entrance | None |
| **21. Small Hall Storeroom off Foyer** | Electric Socket and Lighting<br>Hand dryer | Fire Detection sensor | Via Small Hall main entrance | None |
| **22. Small Library Friends Store cupboard** | Electric Sockets and lighting | Fire Detection Sensor | Via emergency exit door | None |
| **23. Boiler Room (SH)** | Electric Sockets and lighting<br>Gas Boiler<br>Main Fuse board 9SH) | Fire Detection Sensor | Via Small Hall main entrance | None |