

DANFIRE



FIRE RISK ASSESSMENT REPORT



**Address: Hassocks Community Association, Adastra Hall,
Hassocks, West Sussex BN6 8QH**

Responsible Person: Hassocks Community Association

Date: 04/06/2024

Fire Risk Assessor: DChambers TI(Fire)E AIFSM

Review Date: 04/06/2025

FIRE RISK ASSESSMENT – INTRODUCTION

A fire risk assessment is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 and by instructing this fire risk assessment you have undertaken the first step to compliance with the order. The responsible person should also note the following responsibilities: -

- Taking fire precautions to ensure the safety of employees and premises.
- Undertaking a risk assessment.
- Adopting the principles of fire prevention.
- Making arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- Eliminating or reducing risks from dangerous substances.
- Ensuring premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and that any non-automatic fire-fighting equipment is easily accessible, simple to use and indicated by signs.
- Ensuring that routes to emergency exits and the exits themselves are kept clear at all times.
- Establishing appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.
- Ensuring that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.
- Adopting additional emergency measures in respect of dangerous substances.
- Ensuring equipment is maintained in an efficient state, in efficient working order and in good repair.
- Appointing one or more competent persons to assist them in undertaking preventive and protective measures.
- Providing information and training to employees
- Providing information to employers from outside organisations and the self-employed.
- Co-operating and co-ordinating with other responsible persons.

RELEVANT LEGISLATION

The following legislation is likely to apply in relation to the items discussed in this fire risk assessment, and whilst this list is not exhaustive it provides a good base level of legislation to base your remedial actions upon.

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act (2021)
- Fire Safety (England) Regulations 2022
- Furniture & Furnishings (Fire Safety) Regulations 1988 (as amended)
- Health & Safety (Safety Signs & Signals) Regulations 1988 (as amended)
- Electricity at Work Regulations 1989
- Health & Safety Executive HS 107 – Maintaining portable and transportable electrical equipment 2000
- Equality Act 2010
- The Smoke Free (Premises & Enforcement) Regulations 2006

The above legislation is enforced by: Local Authority, Health & Safety Executive or Fire Authority.

SCOPE & PURPOSE OF FIRE RISK ASSESSMENT

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings and, where appropriate, to make recommendations ensuring compliance with fire safety legislation.

We confirm that information shown is correct based upon a general Non-Invasive 'walk through' inspection of the premises, and discussions with both management and staff.

The contents are to the best of the Assessors knowledge, a true and fair review of the fire safety status of the premises, and meet the requirements of the responsible person in carrying out a Life Safety Fire Risk Assessment under the relevant legislation.

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and / or responses provided by or on behalf of the Employer or other responsible person.

We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).

Unless otherwise stated, we have assumed that at the premises –

- (i) all fire safety equipment, including fire doors and fire-resistant partitions and
- (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards

We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.

Whilst the inspecting Assessor has taken all reasonable care to ensure accuracy of the information offered, DANFIRE Ltd cannot accept any liability for loss (including loss of anticipated profits, expected future business, or damage to goodwill), nor claims for damages in connection with this report.

The report does not address the risk to property or business continuity from fire.

Regulatory Reform (Fire Safety) Order 2005 applies to all places of work.

Article 9 of The Order requires a Fire Risk Assessment to be carried out on all areas of a building where staff or 'relevant persons' may occupy.

Note that, although the purpose of this report is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other Responsible Person.

- We have assumed that all relevant building regulations were complied with the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire-resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- We have assumed that information and documentation supplied to us by or on behalf of the Employer or other Responsible Person who has a bearing on this Fire Risk Assessment is current, true, accurate and not misleading.
- The term 'Responsible Person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment includes a physical inspection pertaining to areas of the property with regards to Life Safety. All findings are based only on visual observations. The responsible person(s) should be aware of the following limitations in accordance with the scope of the work:

- The assessment does not include entering areas which would risk the safety of our operative or where access could not be gained.
- The assessor has the right to refuse commencement of any Type of fire risk assessment where there is a health and safety risk.
- No access has been made to flats, flues, lift shafts, ducts, voids, lofts, basements or any similarly enclosed spaces where access would require the use of specialist equipment or tools.
- The assessment is based on the condition of the building and the information made available at the time of the inspection.
- The assessor reserves the right to refer to any relevant local authority department any conditions that may be later identified as a hazard.

STANDARD ADVICE

The fire precautions outlined below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises is occupied and should include contractors, cleaning staff and any other relevant person(s) employed to work in the premises.

This is standard advice and is supplementary to the findings of the fire risk assessment.

MEANS OF ESCAPE	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors that open on to means of escape should be kept closed when not in use.
LOCKS AND FASTENINGS	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can easily and immediately be opened by one easy method without the use of a key.
FIRE ALARM SYSTEM	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied and be maintained and tested to comply with the relevant code of practice.
FIRE DOORS	All fire doors should be installed and maintained by competent fire precautions installers. They should be maintained at a minimum of six monthly intervals in accordance with BS9999 and in the case of flats communal doors should be maintained at a minimum of quarterly intervals in accordance with the Fire Safety (England) Regulations 2022.
ELECTRICALLY OPERATED DOORS	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
PORTABLE FIRE FIGHTING EQUIPMENT	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times and be properly maintained to comply with the latest codes of practice.
FIRE SIGNS AND NOTICES	All fire signs and notices should be kept visible, in good order and be fixed permanently.
EMERGENCY ESCAPE LIGHTING	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
TRAINING	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
PHYSICALLY OR SENSORY IMPAIRED PERSONS (DISABLED)	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate. Documents such as GEEP's (General Emergency Evacuation Plan) and PEEP's (Personal Emergency Evacuation Plan) should be kept on site in the fire safety log book and relevant person(s) be familiar with them.
STEPS, STAIRS AND CORRIDOR SURFACES	Should be maintained in good order with non-slip surfaces so they will not be a hazard to persons escaping in case of fire.
FURNITURE AND EQUIPMENT	Should not be placed so as to cause an obstruction to persons and should be placed so as to afford free passage to persons in case of fire.
FIRE HAZARDS	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum and should be stored safely so as not exposed to risk of ignition.
FIRE PRECAUTIONS, RECORDS AND FIRE EMERGENCY PLAN	All fire related records and fire emergency plans/procedures should be kept up to date and be available for inspection by any authorised person. The fire emergency plan should be in a written format.

Fire Risk Assessment - DC3

4 Jun 2024

Complete

Flagged items	31	Actions	28
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Date of Fire Risk Assessment 4 Jun 2024

Fire Risk Assessor D Chambers TI(Fire)E MIFSM

Address

Adastra Hall
Keymer Road
Hassocks
England
BN6 8QH
United Kingdom
(50.92384328197965,
-0.13779928638831254)



Photo 1

Responsible Person / Competent Person Caroline Barton - Trustee

Carried out in the company of

Carolyn Barton - Trustee

Signature:

Carolyn Barton
5 Jul 2024 3:31 PM BST

Review of this fire risk assessment should be carried out in:

12 Months

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient fire risk assessment review should be carried out within twelve months from this date.

Flagged items & Actions

31 flagged, 28 actions

Flagged items

31 flagged, 23 actions

Title Page

Review of this fire risk assessment should be carried out in:

12 Months

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient fire risk assessment review should be carried out within twelve months from this date.

Section A: Premises Summary / Inspection / Occupiers of the Building

Premises used out of hours?

Yes

The premises is a hireable venue used for parties/weddings etc and is therefore more likely to be in use "out of hours" e.g early morning, late evening, night-time.

Section B: Fire Hazards and Ignition Sources / B1: Electrical Sources of Ignition

Is there managerial control of personal electrical items?

No

There was no evidence of any managerial control of personal electrical items.

To do | Priority: Medium | Created by: D Chambers

Ensure staff chargers for equipment like mobiles and laptops are PAT tested or prohibited from use as this is likely to occur in premises like this.
Introduce a suitable and sufficient personal electrical items policy and keep a copy with the fire logbook

Section B: Fire Hazards and Ignition Sources / B1: Electrical Sources of Ignition

Are electrical cables routed so as to avoid physical damage?

No

Cable have not been routed to avoid physical damage.



Photo 65

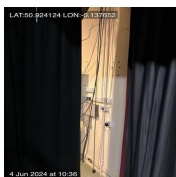


Photo 66

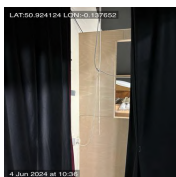


Photo 67



Photo 68



Photo 69

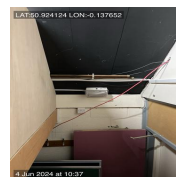


Photo 70



Photo 71

To do | Priority: Medium | Created by: D Chambers

All cables should be routed in suitable conduit or cable trays to avoid any damage occurring.

Section B: Fire Hazards and Ignition Sources / B1: Electrical Sources of Ignition

Indicate the appropriate risk level:

Medium

Section B: Fire Hazards and Ignition Sources / B7: Storage and Housekeeping

Is there a roof space/basement used for storage?

Yes

Small amounts of storage are kept in the loft area.

Section C: Means of Escape in Case of Fire / C1: Alternative Means of Escape

Are all fire exits immediately open-able without the use of a key?

No

Key locks are fitted to final fire exit doors.



Photo 89

To do | Priority: Medium | Created by: D Chambers

Remove keylock from fire escape doors and replace for thumb turn locks on the internal side to allow free escape.

Section C: Means of Escape in Case of Fire / C1: Alternative Means of Escape

If so, are the appropriately and safely fitted and maintained?

No

There was no evidence of the electronic locks being tested weekly.

To do | Priority: Medium | Created by: D Chambers

Electronic locks should be tested weekly and maintained according to the manufacturer's guidelines with results recorded in the fire logbook.

Section C: Means of Escape in Case of Fire / C1: Alternative Means of Escape

Are the alternative exit route(s) provided with appropriate fire exit signage?

No

Directional (Way finding) Fire exit signs are not displayed at all the exits of the building (rear/side escape routes from main and small hall).

To do | Priority: Medium | Created by: D Chambers

Fire exit signs should be displayed to identify the exit doors from the building.

Review fire exit signage throughout premises and ensure it meets BS 5499-4:2013 / BS5499-10:2014 standards.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Are floor surfaces, stairs and handrails etc. safe?

No

The side escape route has uneven flooring slabs installed that could pose as a trip hazard.



Photo 92



Photo 93

To do | Priority: Medium | Created by: D Chambers

Ensure floor surfaces are clear from trip hazards at all times.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Are exit routes adequately clear of storage and obstructions?

No

Stage area escape route was obstructed with chairs at the time of the assessment.

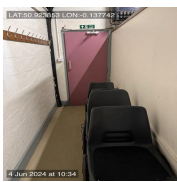


Photo 94

To do | Priority: Medium | Created by: D Chambers

Keep exit routes clear of obstructions and storage at all times.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Are existing fire doors installed to conform to relevant British Standards?

No

A number of issues have been highlighted with the fire doors including excessive gaps between fire doors and frames, fire doors not closing fully, only two hinges fitted.

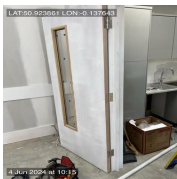


Photo 95



Photo 96



Photo 97

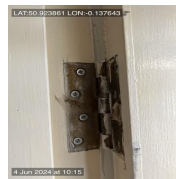


Photo 98



Photo 99



Photo 100



Photo 101

To do | Priority: Medium | Created by: D Chambers

A fire door inspection report should be carried out by a competent fire door inspector to ascertain if the doors can be repaired or need to be replaced.

Bring all fire door sets up to certified FD30S standard by a competent fire door contractor.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Are fire doors maintained to current standards at the the required frequency or more by a competent contractor in accordance with BS9999/The Fire Safety (England) Regulations 2022?

No

No evidence of fire doors being maintained and recorded.

To do | Priority: Medium | Created by: D Chambers

Fire doors to be maintained in accordance with BS9999 by a competent fire door contractor at suitable and sufficient intervals (BS9999 recommends no more than six monthly intervals).

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Are any fire doors or fire resisting partitions damaged?

Yes

Fire stopping is required in the office and stage area where cables and pipes penetrate fire resisting compartment walls and ceilings.



Photo 102



Photo 103



Photo 104



Photo 105



Photo 106

To do | Priority: Medium | Created by: D Chambers

Fire stopping materials and systems that have been tested to BS476 and which comply with the guidance given in the ASFP colour guides should be used.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Is compartmentation considered to be of a reasonable standard?

No

The compartmentation is not considered to be of a reasonable standard due to the issues highlighted in this section.

Section C: Means of Escape in Case of Fire / C2: Protection of Internal Escape Routes and Structural Integrity

Is the protection of internal escape routes and structural integrity satisfactory?

No

The protection of internal escape routes and structural integrity is unsatisfactory due to the issues highlighted in this section.

Section D: Emergency Escape Lighting / D: Emergency Escape Lighting

Serviced to comply with the current British Standard 5266:

No

There was no evidence of the annual service of the emergency lighting system.

To do | Priority: Medium | Created by: D Chambers

The emergency lighting system should be serviced annually by competent and qualified emergency lighting contractor to achieve BS5266-1:2017 with results recorded in a fire logbook.

Section D: Emergency Escape Lighting / D: Emergency Escape Lighting

Tested to comply with the current British Standard 5266:

No

There was no evidence of the monthly testing of the emergency lighting system.

To do | Priority: High | Created by: D Chambers

The emergency lighting system should be tested monthly to achieve BS5266-1:2017 with results recorded in a fire logbook.

Section D: Emergency Escape Lighting / D: Emergency Escape Lighting

Records up to date?

No

No records provided.

To do | Priority: Medium | Created by: D Chambers

Keep records of emergency lighting maintenance and user testing on site with the fire safety logbook once implemented/installed.

Section D: Emergency Escape Lighting / D: Emergency Escape Lighting

Are occupants at risk from emergency lighting deficiencies?

Yes

Section F: Fire Alarm and Fire Warning Arrangements / F: Fire Alarm & Fire Warning Arrangements

Is the fire alarm connected to any music system (DJ booth, PA system, Speaker System) to cut off the audio output automatically during a fire alarm activation?

No

Fire alarm system is not connected to the speaker system.

To do | Priority: Low | Created by: D Chambers

Interface fire alarm system to cut off speaker system automatically in the event of a fire alarm activation.

Section F: Fire Alarm and Fire Warning Arrangements / F: Fire Alarm & Fire Warning Arrangements

Are occupants at risk from fire alarm deficiencies?

Yes

The manual call point located in the main hall was labelled as "Out of Order" at the time of the assessment.



Photo 115

To do | Priority: High | Created by: D Chambers

This manual call point should be repaired or replaced as soon as possible by a competent fire alarm contractor..

Section G: Fixed and Portable Fire Extinguishing Equipment / G1: The following types of fire extinguishers are provided on site:

Are fire extinguishers adequate for the current risk?

No

There are no fire extinguishers installed in the small hall yet.

To do | Priority: Medium | Created by: D Chambers

It is recommended that the following fire fighting equipment is installed in the small hall.
2 x Co2 fire extinguishers.
2 x Water fire extinguishers
1 x Fire blanket.

Section G: Fixed and Portable Fire Extinguishing Equipment / G2: The following fixed fire fighting installation(s) is/are provided on site:

Records up to date?

No

No records provided

To do | Priority: Medium | Created by: D Chambers

Keep records of fire shutter maintenance and user testing on site with the fire safety logbook once implemented/installed.

Section G: Fixed and Portable Fire Extinguishing Equipment / G2: The following fixed fire fighting installation(s) is/are provided on site:

Are occupants or fire-fighters at risk from fixed installation deficiencies?

Yes

Section H: Management of Fire Safety / H2: Training & Drills

Have all occupants been made aware of the emergency plan?

No

Hirers of the venue are not provided with a copy of the emergency plan when hiring the venue.

To do | Priority: Medium | Created by: D Chambers

Hirers should be provided with a copy of the emergency plan upon receipt of hiring the venue.

Section H: Management of Fire Safety / H2: Training & Drills

Is a suitable fire safety policy in place?

No

None provided.

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient fire safety policy should be implemented and kept in the fire safety logbook.

Section H: Management of Fire Safety / H3: Record Keeping

Are all appropriate records maintained?

No

All appropriate records should be maintained in the fire safety logbook once implemented. This typically includes (where applicable) fire alarm weekly testing records, fire alarm annual servicing records, emergency lighting monthly function testing records, fire door inspection records, electrical inspection/maintenance records, gas safety maintenance records, fire extinguisher maintenance records and any other fire safety related information or records.

To do | Priority: Medium | Created by: D Chambers

All appropriate records should be maintained in the fire safety logbook once implemented. This

typically includes (where applicable) fire alarm weekly testing records, fire alarm annual servicing records... SEE NOTES FOR FURTHER INFORMATION

Section H: Management of Fire Safety / H3: Record Keeping

Is there a system for monitoring fire safety in place?

No

There are no systems for monitoring fire safety in place.

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient system for monitoring fire safety should be introduced. This should include weekly and monthly fire safety checks, which should also be recorded in the fire safety logbook once implemented.

Section H: Management of Fire Safety / H4: Disabled Persons & Visitors

Is management of disabled procedures satisfactory?

No

No procedures for disabled occupants provided.

Where the Landlord/Responsible Person has identified less able occupants especially at risk from fire, PEEPs (Personal Emergency Evacuation Plans) must be created to take into account any additional protection measures required, as well as training, communication and co-ordination to assist in safe evacuation, this should be identified upon hiring the venue.

PEEP's have not been included in this Fire Risk Assessment.

To do | Priority: Low | Created by: D Chambers

Where the Responsible Person has identified less able occupants especially at risk from fire, PEEPs (Personal Emergency Evacuation Plans) must be created to take into account any additional protection measures... SEE NOTES FOR FURTHER INFORMATION

Section H: Management of Fire Safety / H4: Disabled Persons & Visitors

Are any persons at risk from management deficiencies?

Yes

Other actions

5 actions

Section B: Fire Hazards and Ignition Sources / B1: Electrical Sources of Ignition

Is lightning protection provided for the building?

No

This type of premises is unlikely to require lightning protection system(s).

To do | Priority: Low | Created by: D Chambers

It is however recommended that, a lightning protection risk assessment for the structure should be carried out in accordance with BS EN 62305-2:2012 to confirm if LPS is required or not.

Section F: Fire Alarm and Fire Warning Arrangements / F: Fire Alarm & Fire Warning Arrangements

Does this premises have a fire alarm system?

Yes

A fire alarm system is installed in the building that appears to comply with BS5839-1 L4/5, however there was no installation certificate available to confirm this.

There is no fire alarm zone plan displayed at the fire alarm panel.



Photo 108

To do | Priority: Medium | Created by: D Chambers

A suitable fire alarm zone plan should be displayed at the fire alarm panel to assist fire fighters in locating a fire.

Section F: Fire Alarm and Fire Warning Arrangements / F: Fire Alarm & Fire Warning Arrangements

Serviced to comply with current British Standards 5839?

Not Serviced

There was no evidence of the six-monthly service of the fire alarm system, last serviced on 27.07.23.



Photo 110

To do | Priority: High | Created by: D Chambers

Maintenance of fire alarm system required by competent and qualified fire alarm contractor to achieve BS5839-1:2017 standard.

Section F: Fire Alarm and Fire Warning Arrangements / F: Fire Alarm & Fire Warning Arrangements

Does the system conform to current British Standards 5839?

Does not comply to current standards

There are a limited amount of detectors installed in the building.

To do | Priority: Medium | Created by: D Chambers

It is recommended that the fire alarm system is upgraded to comply with BS5839-1 L3 by a competent and qualified contractor.

Section G: Fixed and Portable Fire Extinguishing Equipment / G2: The following fixed fire fighting installation(s) is/are provided on site:

Serviced by

Not serviced.

No evidence was available of the annual service of the fire shutter.

To do | Priority: Medium | Created by: D Chambers

Maintenance of fire shutter required by competent and qualified contractor.

Section A: Premises Summary

1 flagged

Description of property:

Single storey village hall constructed of brick and timber with a pitched tile roof.

The building is made up of the main front entrance that opens into the office lobby that has the main office and doors through to the main lobby. Off the main lobby is the hall, kitchen, community room, store room and WC facilities.

The main hall is open plan with a stage at the far end that gives access to the rear hall that is currently being extended.

The rear hall is an open plan hall with a small kitchen and WC facilities. The rear hall also has separate access via the side walkway of the building.

There is a loft area that is used for minimal storage accessed via the store room off the main lobby.

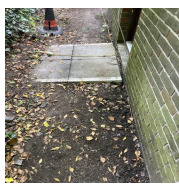


Photo 2

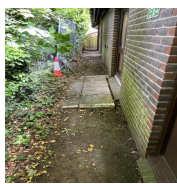


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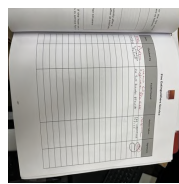


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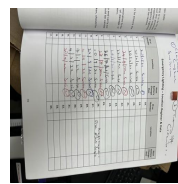


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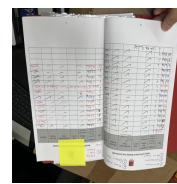


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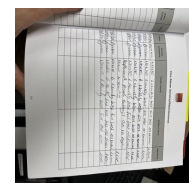


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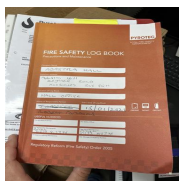


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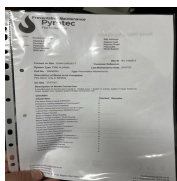


Photo 9

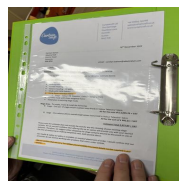


Photo 10



Photo 11

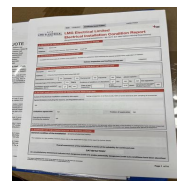


Photo 12

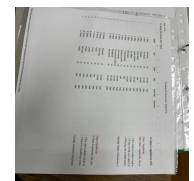


Photo 13

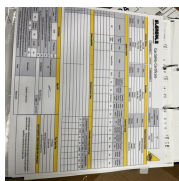


Photo 14

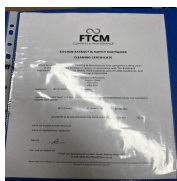


Photo 15

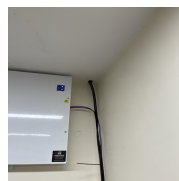


Photo 16



Photo 17



Photo 18



Photo 19

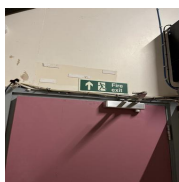


Photo 20



Photo 21

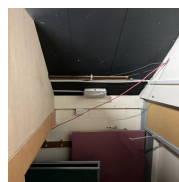


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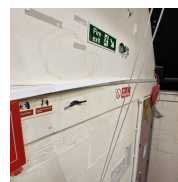


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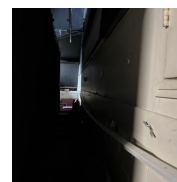


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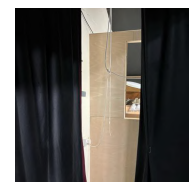


Photo 25

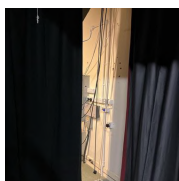


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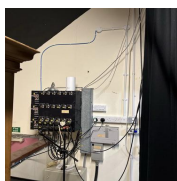


Photo 27



Photo 28

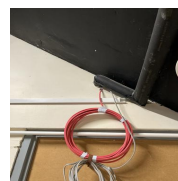


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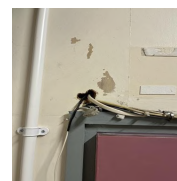


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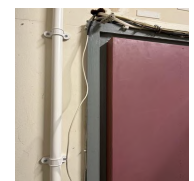


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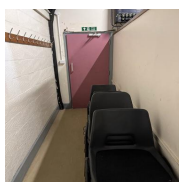


Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40

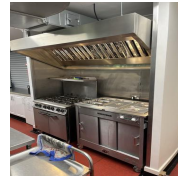


Photo 41



Photo 42

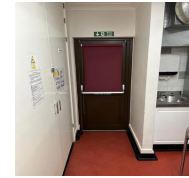


Photo 43



Photo 44



Photo 45

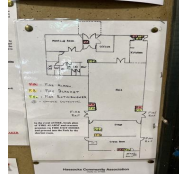


Photo 46



Photo 47



Photo 48



Photo 49

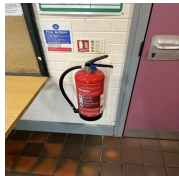


Photo 50

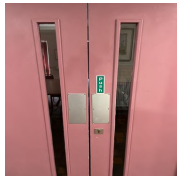


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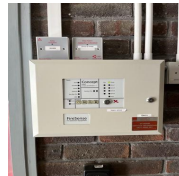


Photo 52



Photo 53



Photo 54

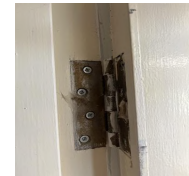


Photo 55



Photo 56



Photo 57

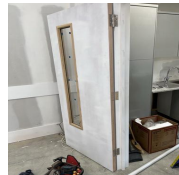


Photo 58

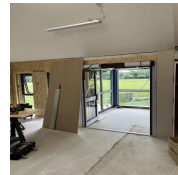


Photo 59



Photo 60



Photo 61

Quantity of Staircases within Premises:

0

Quantity of Lift Shafts with Premises:

0

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the hazard from fire (probability of ignition) found within the areas assessed is:

Medium

The most likely cause of fire is likely to be generated from:

Electrical Hazard

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

MAJOR, i.e outbreak of fire is likely to result in serious injuries or death of occupants

This report was commissioned by:

Adastra Hall Management Committee

Executive Summary:

The fire risk rating for this building is currently classed as Substantial due to the findings listed in this report.

On completion of the findings outlined in this report the risk rating could be reduced to Moderate.

This was a non-intrusive assessment.

The recommendations within this report have been put forward to assist the client in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 & The Fire Safety Act 2021. It is the decision of the responsible person(s) as to whether or not the guidance offered in this report is acted upon. Note that, although the purpose of this summary is to place the fire risk in context, the adopted approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations identified below. The risk assessment should be reviewed periodically so that it is up to date; particularly if there is reason to suspect that it is no longer valid. The Regulatory Reform (Fire Safety) Order 2005 & The Fire Safety Act 2021 imposes requirements on the 'Responsible Person' to take such general fire precautions as will ensure, so far as is reasonably practicable the safety from fire of any of their employees or other relevant persons. A relevant person is any person (including the responsible person) who is or may be lawfully on the premises, including any person in the immediate vicinity of the premises who may be at risk from a fire on the premises. It is recommended that a review is carried out at least once per year or if/where significant changes or material alterations have been made.

The recommendations within this report are based on my interpretation of the obligation brought by the Regulatory Reform (Fire Safety) Order 2005 & The Fire Safety Act 2021 on to the responsible person(s) of the client and may on occasion differ from that of the responsible person(s) and the enforcing authorities. Differences in opinion arise because the perception of risk interpreted by an individual risk assessor and those of the responsible person(s) and/or authorities will, on occasion, vary due to the subjectivity of any assessment. The ultimate responsibility for the adequacy of the fire risk assessment rests with the duty-holder, namely the person defined by legislation as responsible for ensuring that the fire risk assessment is carried out and that the fire precautions are adequate. The responsible person is advised that should they deem any points made within this report inadequate, unreasonable and/or impracticable, they should first raise any issues with the fire risk assessor.

The type of assessment being carried out is known as a "Type 1". A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Regulatory Reform (Fire Safety) Order 2005 & The Fire Safety Act 2021. The inspection of the building is non-destructive. But, as well as considering the arrangements for means of escape and so forth, the fire risk assessment includes examination of any separating construction between compartments and occupancies without any opening up of construction. However, in this Type of fire risk assessment, entry to other premises beyond the area of the assessed premise is not involved. Where there are demountable false ceilings it may be appropriate to lift a sample of readily accessible false ceiling tiles. In addition, it will normally be appropriate to open a sample of service risers, provided access is practicable at the time of inspection. Unless there is reason to expect serious deficiencies in structural fire protection – such as inadequate compartmentation, or poor fire stopping – a Type 1 inspection will normally be sufficient for most commercial premises and blocks of flats. Where doubt exists in relation to these matters, the action plan of a Type 1 fire risk assessment may recommend that one of the other types of fire risk assessment be carried out, or that further investigation be carried out by specialists. However, this should not be a generic recommendation of all Type 1 fire risk assessments; the recommendation should be based on identification of issues that justify reason for doubt.)

Are any areas excluded from this report?

No

Inspection

1 flagged

Indicate the risk level at the time of the assessment

Medium

Number of storeys including basement floors in the building

1

Number of storeys included in the risk assessment

1

Approximate total floor area in M2 of the floors surveyed

350

Approximate floor area in M2 of the footprint of the building

350

Number of additional tenants/occupiers in the building

The capacity is limited to 250 in the main hall and 160 in the rear hall.

Occupiers of the Building

1 flagged

Details of Occupants:

Hirers and guests.

Approximate total numbers of persons employed in the whole premises

2

Approximate numbers of members of the public resorting to the premises

410 max

Premises used out of hours?

Yes

The premises is a hireable venue used for parties/weddings etc and is therefore more likely to be in use "out of hours" e.g early morning, late evening, night-time.

Are persons specifically at risk?

No

Approximate total numbers known to sleep in the premises

0

Are there occupants in remote areas?

No

Is there any recent history of fires in the building?

No

None reported.

Has the premises got any licenses? (Gambling/Alcohol Etc)

No

Has the premises had a previous fire risk assessment?

Yes

Has the premises had any enforcement notices issued by local authority?

No

None reported.

Section B: Fire Hazards and Ignition Sources

4 flagged, 3 actions

B1: Electrical Sources of Ignition

3 flagged, 3 actions

Is portable appliance testing undertaken?

Yes

Periodic portable appliance testing (PAT) was carried out on 20.02.24.



Photo 62

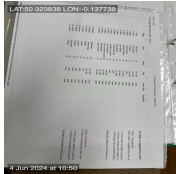


Photo 63

Are electrical circuits and installations periodically tested and inspected?

Yes

Electrical Installation Condition Report was last carried out on 17.08.21 and deemed satisfactory.

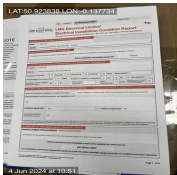


Photo 64

Is there managerial control of personal electrical items?

No

There was no evidence of any managerial control of personal electrical items.

To do | Priority: Medium | Created by: D Chambers

Ensure staff chargers for equipment like mobiles and laptops are PAT tested or prohibited from use as this is likely to occur in premises like this.
Introduce a suitable and sufficient personal electrical items policy and keep a copy with the fire logbook

Are any electrical adaptors or extension leads used safely?

N/A

None noted.

Are electrical cables routed so as to avoid physical damage?

No

Cable have not been routed to avoid physical damage.

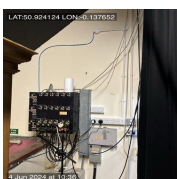


Photo 65

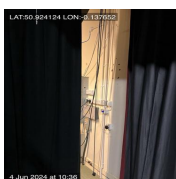


Photo 66

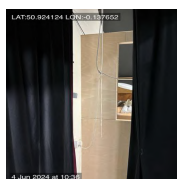


Photo 67



Photo 68



Photo 69

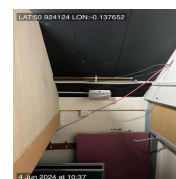


Photo 70



Photo 71

To do | Priority: Medium | Created by: D Chambers

All cables should be routed in suitable conduit or cable trays to avoid any damage occurring.

Is lightning protection provided for the building?

No

This type of premises is unlikely to require lightning protection system(s).

To do | Priority: Low | Created by: D Chambers

It is however recommended that, a lightning protection risk assessment for the structure should be carried out in accordance with BS EN 62305-2:2012 to confirm if LPS is required or not.

Indicate the appropriate risk level:

Medium

B2: Smoking

Is smoking permitted in any part of the building?

No

Is smoking managed in an appropriate and safe manner?

Yes

Suitable and sufficient "No Smoking" signs are displayed by all open-air exits.



Photo 72



Photo 73

Indicate the appropriate risk level:

Low

B3: Heating

Are mains gas supplies connected?

Yes

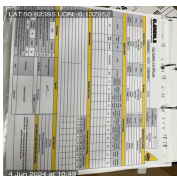


Photo 74

Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?

Yes

Periodic gas safety inspection was carried out on 04.09.23 and deemed satisfactory.

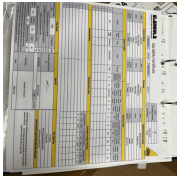


Photo 75

Are records of fixed heating installations, gas appliances and boiler maintenance kept on site?

Yes

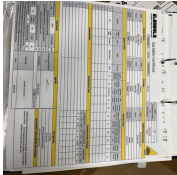


Photo 76

Are portable heaters in use?

No

None noted.

Indicate the appropriate risk level:

Low

B4: Cooking

Are catering facilities provided?

Yes

A range gas hob and oven are installed in the kitchen along with a bain marie.
A suitable fire blanket is installed in the kitchen.

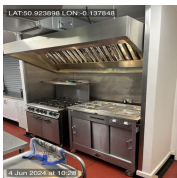


Photo 77



Photo 78

Is this on a commercial basis?

Yes

Does this involve the use of deep fat fryers, an oven, or cooking range?

Yes

A range gas hob and oven are installed in the kitchen along with a bain marie.
No deep fat fryers are installed or used in the building.



Photo 79

Are emergency cut off switches/valves/cocks provided and accessible with their location and use indicated by signage?

Yes



Photo 80

Are grease filters and extraction ducting degreased and cleaned?

Yes

Professional cleaning of the extraction units and duct work is carried out annually, last carried out on 31.01.24.



Photo 81

Are cleaning certificates provided?

Yes

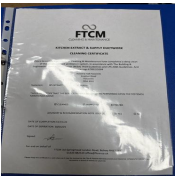


Photo 82

Indicate the appropriate risk level:

Low

B5: Arson

Is external refuse managed adequately?

Yes

All bins are stored away from the building.

Are suitable external security arrangements in place?

Yes

The building is covered with CCTV.

Are suitable internal security arrangements in place?

Yes

The building is covered with CCTV.

Is the building vulnerable to arson?

No

Indicate the appropriate risk level:

Low

B6: Factory Processes

Do any potentially hazardous processes take place?

N/A

No factory processes within this premises.

B7: Storage and Housekeeping		1 flagged
Are large/abnormal amounts of combustible storage kept in the premises?		No
Is there a large or excessive fire loading?		No
Are highly flammable materials kept in the premises?		No
Are other hazardous materials kept in the premises?		No
Is general housekeeping satisfactory?		Yes
General housekeeping is of a good standard at the time of the assessment.		
Is the upholstery of foam furniture in good condition?		Yes
Are significant ignition sources separated from combustible or highly flammable materials?		Yes
Is the use of highly flammable materials minimised?		Yes
Is there a roof space/basement used for storage?		Yes
Small amounts of storage are kept in the loft area.		
Indicate the appropriate risk level:		Low
B8: Building Work and Outside Contractors		
At the time of the risk assessment, was there any building work being carried out?		Yes
The rear hall was undergoing the final stages of an extension at the time of the assessment.		
If so, did this introduce any unusual hazards or ignition sources?		No
Is managerial control of contractors adequate and satisfactory?		Yes
Suitable managerial controls of contractors is in place.		
Are any fire safety conditions imposed on contractors?		Yes
Suitable managerial controls of contractors is in place.		
Is there a permit to work/hot work permit scheme?		Yes
Suitable managerial controls of contractors is in place.		
Do contractors work out of hours?		No

Indicate the appropriate risk level:

Low

Section C: Means of Escape in Case of Fire

10 flagged, 8 actions

C1: Alternative Means of Escape

3 flagged, 3 actions

Details:

The means of escape from the main building is either out of the main front exit to the car park, or out of the two side exits located in the main hall and around to the front of the building. There is also an exit door located in the kitchen.

The means of escape from the rear hall is either out of the main exit and around to the front car park or out of the rear exit and around to the front car park.

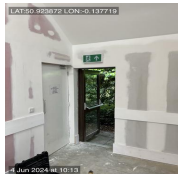


Photo 83

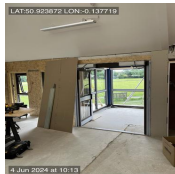


Photo 84

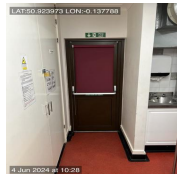


Photo 85

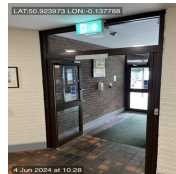


Photo 86



Photo 87



Photo 88

Are there adequate numbers of final exit doors for the occupancy capacity?

Yes

Are all fire exits immediately open-able without the use of a key?

No

Key locks are fitted to final fire exit doors.



Photo 89

To do | Priority: Medium | Created by: D Chambers

Remove keylock from fire escape doors and replace for thumb turn locks on the internal side to allow free escape.

Are electronic security locks fitted to exit doors on escape routes?

Yes

Automatic doors have been wired in to fire alarm alarm system and have break points installed.



Photo 90

If so, are the appropriately and safely fitted and maintained?

No

There was no evidence of the electronic locks being tested weekly.

To do | Priority: Medium | Created by: D Chambers

Electronic locks should be tested weekly and maintained according to the manufacture's guidelines with results recorded in the fire logbook.

Do fire exits open in the direction of escape?

Yes



Photo 91

Are sliding or revolving doors relied on for means of escape?

N/A

No sliding or revolving doors noted.

Is adequate artificial illumination provided where necessary?

Yes

Emergency lighting is installed in the building.

Are the alternative exit route(s) provided with appropriate fire exit signage?

No

Directional (Way finding) Fire exit signs are not displayed at all the exits of the building (rear/side escape routes from main and small hall).

To do | Priority: Medium | Created by: D Chambers

Fire exit signs should be displayed to identify the exit doors from the building.

Review fire exit signage throughout premises and ensure it meets BS 5499-4:2013 / BS5499-10:2014 standards.

Are any inner room situations involved?

N/A

None noted.

Were any unsatisfactory fire exit or escape routes noted?

No

Alternative means of escape acceptable?

Yes

C2: Protection of Internal Escape Routes and Structural Integrity

7 flagged, 5 actions

Are any dead end exit routes adequately protected?

N/A

No dead-end exit routes witnessed or shown to me at time of assessment.

Are floor surfaces, stairs and handrails etc. safe?

No

The side escape route has uneven flooring slabs installed that could pose as a trip hazard.



Photo 92



Photo 93

To do | Priority: Medium | Created by: D Chambers

Ensure floor surfaces are clear from trip hazards at all times.

Are exit routes adequately clear of storage and obstructions?

No

Stage area escape route was obstructed with chairs at the time of the assessment.

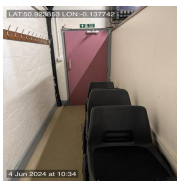


Photo 94

To do | Priority: Medium | Created by: D Chambers

Keep exit routes clear of obstructions and storage at all times.

Are staircases kept clear of storage and obstructions?

N/A

Not applicable to this premises.

Are existing fire doors installed to conform to relevant British Standards?

No

A number of issues have been highlighted with the fire doors including excessive gaps between fire doors and frames, fire doors not closing fully, only two hinges fitted.

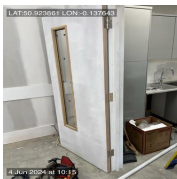


Photo 95



Photo 96



Photo 97

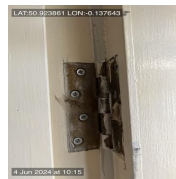


Photo 98



Photo 99



Photo 100



Photo 101

To do | Priority: Medium | Created by: D Chambers

A fire door inspection report should be carried out by a competent fire door inspector to ascertain if the doors can be repaired or need to be replaced.

Bring all fire door sets up to certified FD30S standard by a competent fire door contractor.

Are fire doors held open by irregular means?

No

Are fire doors maintained to current standards at the the required frequency or more by a competent contractor in accordance with BS9999/The Fire Safety (England) Regulations 2022?

No

No evidence of fire doors being maintained and recorded.

To do | Priority: Medium | Created by: D Chambers

Fire doors to be maintained in accordance with BS9999 by a competent fire door contractor at suitable and sufficient intervals (BS9999 recommends no more than six monthly intervals).

Are door holding devices fitted to fire doors?

No

Are any fire doors or fire resisting partitions damaged?

Yes

Fire stopping is required in the office and stage area where cables and pipes penetrate fire resisting compartment walls and ceilings.



Photo 102



Photo 103



Photo 104



Photo 105



Photo 106

To do | Priority: Medium | Created by: D Chambers

Fire stopping materials and systems that have been tested to BS476 and which comply with the guidance given in the ASFP colour guides should be used.

Are existing fire resisting partitions installed to comply with relevant British Standards as far as could be ascertained?

Yes

Is there reasonable limitation of linings which might promote fire spread?

Yes

Are service shafts between floors adequately fire stopped?

N/A

No service risers/shafts witnessed in this premises.

Are doors to service riser shafts to a suitable fire resisting standard?

N/A

No service risers/shafts witnessed in this premises.

Is compartmentation considered to be of a reasonable standard?

No

The compartmentation is not considered to be of a reasonable standard due to the issues highlighted in this section.

Does the premises have external cladding, curtain wall

N/A

<p>glazing or vertically stacked balconies?</p> <p>Not applicable to this premises.</p>	
<p>Does the premises have any aluminum composite panels (ACM), metal composite panels (MCM) or high pressure laminate panels (HPL)?</p> <p>Not applicable to this premises.</p>	N/A
<p>Is the building over 18M (six storeys) in height?</p> <p>Not applicable to this premises.</p>	N/A
<p>Are disabled refuges provided?</p> <p>Not applicable to this premises.</p>	N/A
<p>Have active fire precautionary arrangements been introduced to replace passive measures? i.e. automatic fire detection to replace fire resisting lobbies on a single staircase etc.</p> <p>Not applicable to this premises.</p>	N/A
<p>Is the protection of internal escape routes and structural integrity satisfactory?</p> <p>The protection of internal escape routes and structural integrity is unsatisfactory due to the issues highlighted in this section.</p>	No
C3: External exit routes	
<p>Do external exit routes lead to a place of final safety?</p> <p>All final exits lead to open air.</p>	Yes
<p>Are external exit routes even, illuminated and without obstructions or trip hazards?</p>	Yes
<p>Are external staircases, balconies and gangways examined by a competent person at not less than three yearly intervals?</p> <p>No external staircases, balconies or gangways.</p>	N/A
<p>Are external staircases, balconies and gangways properly and adequately protected from fire in the parent or adjacent occupancy?</p> <p>No external staircases, balconies or gangways.</p>	N/A
<p>Are external exit routes clear of obstructions, storage and refuse?</p>	Yes
<p>Are external exit routes considered satisfactory?</p>	Yes

Alternative means of escape acceptable?

Yes

Indicate the appropriate risk level:

Low

Section D: Emergency Escape Lighting	4 flagged, 3 actions
D: Emergency Escape Lighting	4 flagged, 3 actions
Does the premises have an emergency lighting system?	Yes
Maintained by: Not maintained.	
Serviced to comply with the current British Standard 5266:	No
There was no evidence of the annual service of the emergency lighting system.	
To do Priority: Medium Created by: D Chambers	
The emergency lighting system should be serviced annually by competent and qualified emergency lighting contractor to achieve BS5266-1:2017 with results recorded in a fire logbook.	
Tested to comply with the current British Standard 5266:	No
There was no evidence of the monthly testing of the emergency lighting system.	
To do Priority: High Created by: D Chambers	
The emergency lighting system should be tested monthly to achieve BS5266-1:2017 with results recorded in a fire logbook.	
Date of last service:	
Records up to date?	No
No records provided.	
To do Priority: Medium Created by: D Chambers	
Keep records of emergency lighting maintenance and user testing on site with the fire safety logbook once implemented/installed.	
Is the emergency lighting system in good physical condition?	Yes
If no emergency lighting is provided or required, indicate this justification:	
Are occupants at risk from emergency lighting deficiencies?	Yes
Indicate the appropriate risk level:	High

Section E: Signs and Notices

E: Signs & Notices

Existing signs and notices provided, comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000

Existing signs and notices provided, appear to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000.



Photo 107

Additional signs required?

No

There is a reasonable standard of fire safety signs and notices displayed in the building.

Are occupants at risk from signage deficiencies?

No

Indicate the appropriate risk level:

Low

Section F: Fire Alarm and Fire Warning Arrangements

2 flagged, 5 actions

F: Fire Alarm & Fire Warning Arrangements

2 flagged, 5 actions

Does this premises have a fire alarm system?

Yes

A fire alarm system is installed in the building that appears to comply with BS5839-1 L4/5, however there was no installation certificate available to confirm this.

There is no fire alarm zone plan displayed at the fire alarm panel.



Photo 108

To do | Priority: Medium | Created by: D Chambers

A suitable fire alarm zone plan should be displayed at the fire alarm panel to assist fire fighters in locating a fire.

Does the premises have automatic fire detection?

Yes

Only two detectors are installed in the whole building.

If partial, indicate areas protected by automatic fire detection:

Office and small hall only

Maintained by:

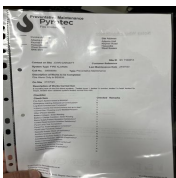


Photo 109

Serviced to comply with current British Standards 5839?

Not Serviced

There was no evidence of the six-monthly service of the fire alarm system, last serviced on 27.07.23.



Photo 110

To do | Priority: High | Created by: D Chambers

Maintenance of fire alarm system required by competent and qualified fire alarm contractor to achieve BS5839-1:2017 standard.

Does not comply to current

Does the system conform to current British Standards 5839?

standards

There are a limited amount of detectors installed in the building.

To do | Priority: Medium | Created by: D Chambers

It is recommended that the fire alarm system is upgraded to comply with BS5839-1 L3 by a competent and qualified contractor.

Tested to comply with British Standard 5839 Part 1?

Tested to BS5839-1:2017
(Commercial) Standard

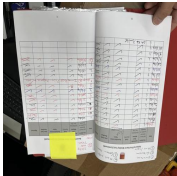


Photo 111

Date of last service?

27 Jul 2023

Records up to date?

Yes

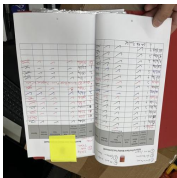


Photo 112

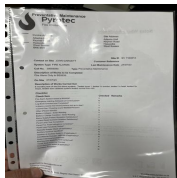


Photo 113

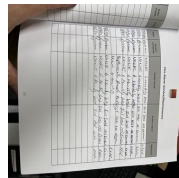


Photo 114

Alarm connected to a remote monitoring centre?

N/A

Not seen as required in this premises type.

History of false alarms?

No

None reported.

Is phased evacuation or a staged alarm system used in the building?

N/A

Not seen as required in this premises type.

Are visual or other non-audible signals used or necessary to augment the fire warning arrangements?

N/A

Not seen as required in this premises type.

Is the fire alarm connected to any music system (DJ booth, PA system, Speaker System) to cut off the audio output automatically during a fire alarm activation?

No

Fire alarm system is not connected to the speaker system.

To do | Priority: Low | Created by: D Chambers

Interface fire alarm system to cut off speaker system automatically in the event of a fire alarm

activation.

Are occupants at risk from fire alarm deficiencies?

Yes

The manual call point located in the main hall was labelled as "Out of Order" at the time of the assessment.



Photo 115

To do | Priority: High | Created by: D Chambers

This manual call point should be repaired or replaced as soon as possible by a competent fire alarm contractor..

Indicate the appropriate risk level:

High

Section G: Fixed and Portable Fire Extinguishing Equipment

3 flagged, 3 actions

G1: The following types of fire extinguishers are provided on site:

1 flagged, 1 action

Are portable fire extinguishers provided on the premises?

Yes



Photo 116



Photo 117



Photo 118

Types:

CO2

Water

Are fire extinguishers adequate for the current risk?

No

There are no fire extinguishers installed in the small hall yet.

To do | Priority: Medium | Created by: D Chambers

It is recommended that the following fire fighting equipment is installed in the small hall.
2 x Co2 fire extinguishers.
2 x Water fire extinguishers
1 x Fire blanket.

Are fire extinguishers correctly sited and correctly identified by signage?

Yes

Are fire extinguishers adequately secured in position and not obstructed?

Yes

Extinguishers serviced by:

Pyrotec.



Photo 119

Are fire extinguishers serviced in accordance with British Standard 5306?

Yes



Photo 120

Has there been a discharge test on the extinguishers and has this been recorded?	N/A
Not seen as required.	
Records up to date?	Yes
Date of last service?	3 Jul 2023
Are occupants at risk from fire extinguisher deficiencies?	No
Indicate the appropriate risk level:	Low
G2: The following fixed fire fighting installation(s) is/are provided on site:	2 flagged, 2 actions
Are fixed fire fighting installations provided in the premises?	Yes
Type of equipment	
Fire shutter fitted to kitchen hatch.	
Serviced by	
Not serviced. No evidence was available of the annual service of the fire shutter.	
To do Priority: Medium Created by: D Chambers	
Maintenance of fire shutter required by competent and qualified contractor.	
Date of last service	
Records up to date?	No
No records provided	
To do Priority: Medium Created by: D Chambers	
Keep records of fire shutter maintenance and user testing on site with the fire safety logbook once implemented/installed.	
Are occupants or fire-fighters at risk from fixed installation deficiencies?	Yes
Indicate the appropriate risk level:	Medium

Section H: Management of Fire Safety

6 flagged, 5 actions

H1: Fire routine & Emergency Plan

Is there an established fire routine and emergency plan?

Yes



Photo 121



Photo 122



Photo 123

Are all necessary issues included in the plan?

Yes

H2: Training & Drills

2 flagged, 2 actions

Does the premises have any on site staff/employees?

No

Evacuation drills held?

N/A

Not seen as required in this premises type.

Date of last evacuation drill?

Has an assembly point been agreed and notified to occupants?

Yes

The fire assembly point is located in the car park.

Have all occupants been made aware of the emergency plan?

No

Hirers of the venue are not provided with a copy of the emergency plan when hiring the venue.

To do | Priority: Medium | Created by: D Chambers

Hirers should be provided with a copy of the emergency plan upon receipt of hiring the venue.

Who is responsible for fire safety?

Responsible person.
Hirers.
Visitors.

Who is responsible for checking fire alarm system?

Responsible person.

Who is responsible for contacting the emergency services?

Hirers.
Visitors.

Is a suitable fire safety policy in place?

No

None provided.

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient fire safety policy should be implemented and kept in the fire safety logbook.

H3: Record Keeping

2 flagged, 2 actions

Is a dedicated fire log book maintained?

Yes

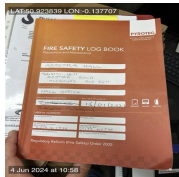


Photo 124

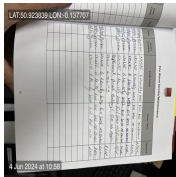


Photo 125

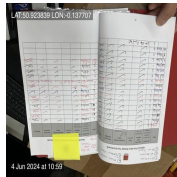


Photo 126

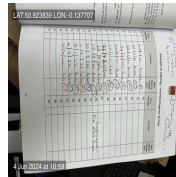


Photo 127

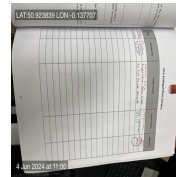


Photo 128

Are all appropriate records maintained?

No

All appropriate records should be maintained in the fire safety logbook once implemented. This typically includes (where applicable) fire alarm weekly testing records, fire alarm annual servicing records, emergency lighting monthly function testing records, fire door inspection records, electrical inspection/maintenance records, gas safety maintenance records, fire extinguisher maintenance records and any other fire safety related information or records.

To do | Priority: Medium | Created by: D Chambers

All appropriate records should be maintained in the fire safety logbook once implemented. This typically includes (where applicable) fire alarm weekly testing records, fire alarm annual servicing records... SEE NOTES FOR FURTHER INFORMATION

Is there a system for monitoring fire safety in place?

No

There are no systems for monitoring fire safety in place.

To do | Priority: Medium | Created by: D Chambers

A suitable and sufficient system for monitoring fire safety should be introduced. This should include weekly and monthly fire safety checks, which should also be recorded in the fire safety logbook once implemented.

Is there a system for auditing fire safety in place?

Yes

Annual fire risk assessments are carried out.

H4: Disabled Persons & Visitors

2 flagged, 1 action

Are disabled persons employed?

No

Do disabled persons frequent premises?

No

Any special requirements or additional needs?

In this instance it has not been possible to identify any occupants especially at risk.

Is management of disabled procedures satisfactory?

No

No procedures for disabled occupants provided.

Where the Landlord/Responsible Person has identified less able occupants especially at risk from fire, PEEPs (Personal Emergency Evacuation Plans) must be created to take into account any additional protection measures required, as well as training, communication and co-ordination to assist in safe evacuation, this should be identified upon hiring the venue.

PEEP's have not been included in this Fire Risk Assessment.

To do | Priority: Low | Created by: D Chambers

Where the Responsible Person has identified less able occupants especially at risk from fire, PEEPs (Personal Emergency Evacuation Plans) must be created to take into account any additional protection measures... SEE NOTES FOR FURTHER INFORMATION

Is the procedure part of the fire routine, emergency plan and staff training?

N/A

Not applicable.

Do visitors frequent the premises?

Yes

visitors are controlled by the hirer of the venue.

Is the managerial procedure for visitors satisfactory?

Yes

Are any persons at risk from management deficiencies?

Yes

Indicate the appropriate risk level:

Low

Section I: Access for Fire Fighting and Fire Fighter Safety

I: Access for Fire Fighting & Fire Fighter Safety

Is access for fire service vehicles satisfactory?

Yes

Good access is available for the fire service.

Is access for fire fighters on foot satisfactory?

Yes

Is access for fire fighting or means of escape clear and unobstructed?

Yes

Date of last fire service inspection, if known?

4 Jun 2024 11:00 AM BST

Have the fire and rescue service been advised of any changes to the building or occupancy?

N/A

Not applicable.

Are local water supplies/hydrants adequate and suitably near to the building?

Yes

Fire Hydrant is within 40m from the building.

Are the local fire service made aware of any hazardous materials or issues, which may be hazardous whilst fire fighting?

N/A

Not applicable to this building.

Is external signage provided to warn fire fighters of storage hazards?

N/A

Not applicable to this building.

Are suitable fire fighters switches provided?

N/A

Not applicable to this building.

Has the responsible person considered any issues which might significantly damage or effect the environment in case of fire?

N/A

Not applicable to this building.

Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person?

N/A

Not applicable to this building.

Are occupants, fire fighters or the environment at risk from access or managerial deficiencies?

N/A

Not applicable to this building.

Indicate the appropriate risk level:

Low

Section J: Quality Statement

This report presents the significant findings of the fire risk assessment which took into account the occupancy profile, the fire hazards and risks present while evaluating the general fire precautions in the premises at the time. The measures highlighted in the following table of remedial actions are recommendations which it is considered should be put in place to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005 and reduce the risk to people from fire in these premises to a level which may be considered as low as reasonably practicable.

The company and the fire risk assessor(s) cannot condone the continuance of contraventions which became evident as a result of this fire risk assessment. Therefore the significant findings and relevant actions recommended in this report should be remedied without delay to ensure compliance.

The risk ratings recorded in the remedial actions table are intended to give clients an indication of the severity of the associated risk and assist with prioritisation of work. They should not be taken to imply any specific time period for completion or legal immunity in any intervening period.

This form of quantification serves purely as a broad indication of the situation for the benefit of the "Responsible Person" to then determine how best to achieve and manage the actions to be taken/recommendations contained in this report.

Where appropriate remedial actions may still be required from the previous fire risk assessment (where this has been made available to the assessor) and still require action in accordance with the previous fire risk assessment.

Assessor:

D Chambers TI(Fire)E MIFSM

All reasonable skill and care has been taken in the preparation of this report.



D Chambers
7 Jul 2024 9:11 AM BST

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Medium

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Med: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Having assessed the fire hazards present, the occupancy profile and having evaluated the general fire precautions in place at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire

Moderate Harm

would be:

In this context, a definition of the above terms is as follows:

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Substantial

Tolerable: No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

Substantial: It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.

Intolerable: Premises (or relevant area) should not be occupied until the risk is reduced.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.

All hazards and deficiencies identified in this report should be addressed by implementing the recommendations contained in the action plan.

Recommended Timescales for remedial actions.

High: Immediate action, every effort should be made to rectify the issues within 7 days

Medium: Action within 30 days preferably to resolve the issue within this period

Low: Action within 90 days

Media summary



Photo 1



Photo 2



Photo 3

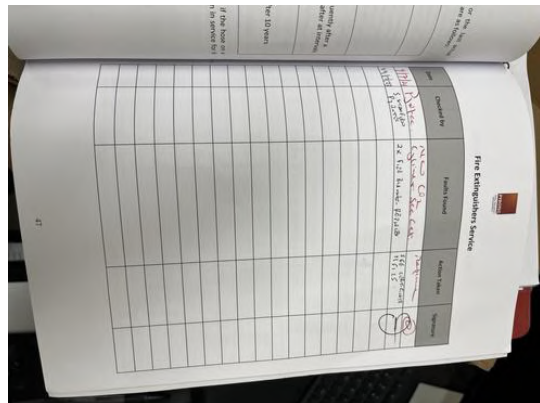


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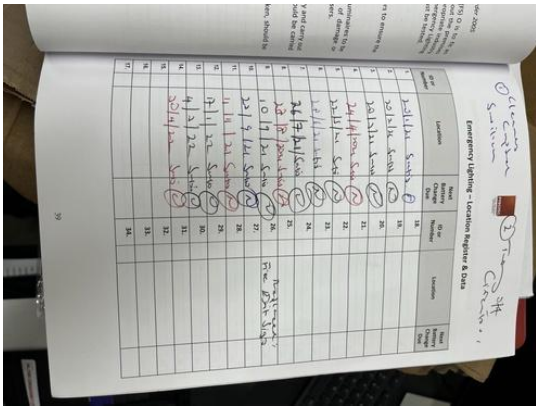


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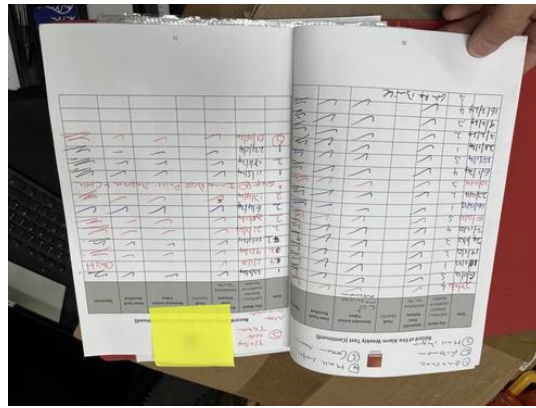


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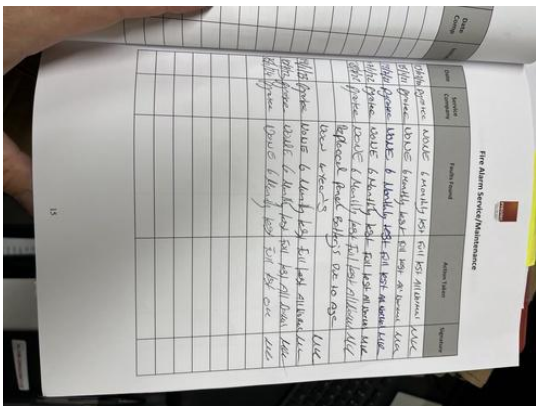


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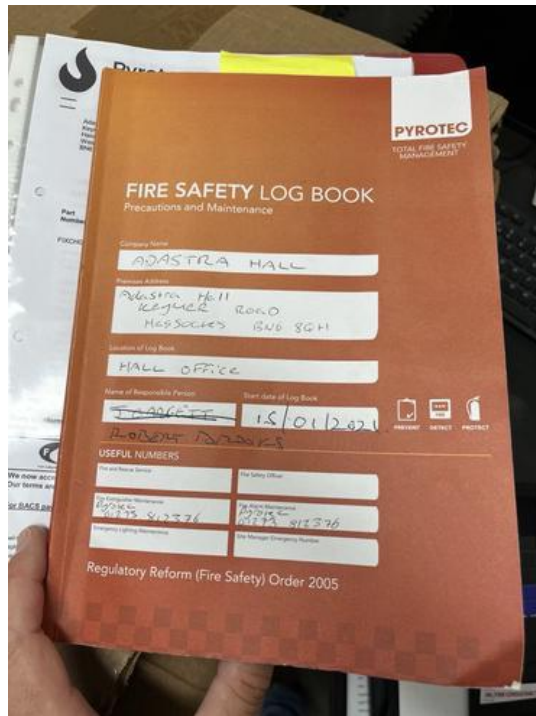


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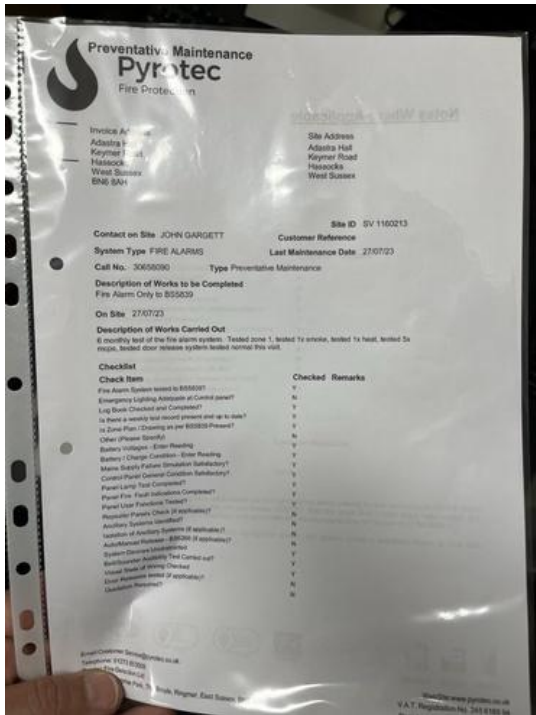


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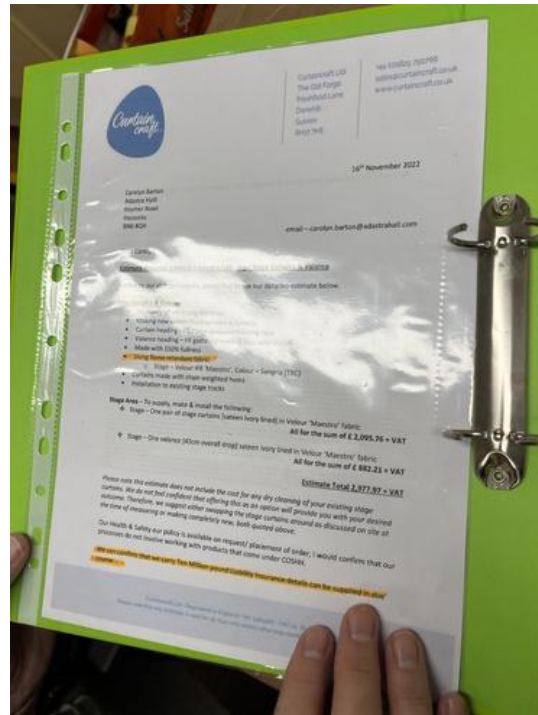


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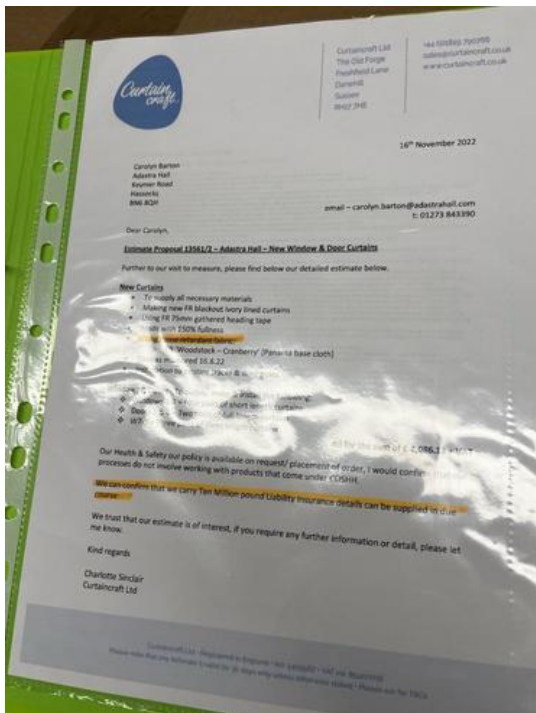


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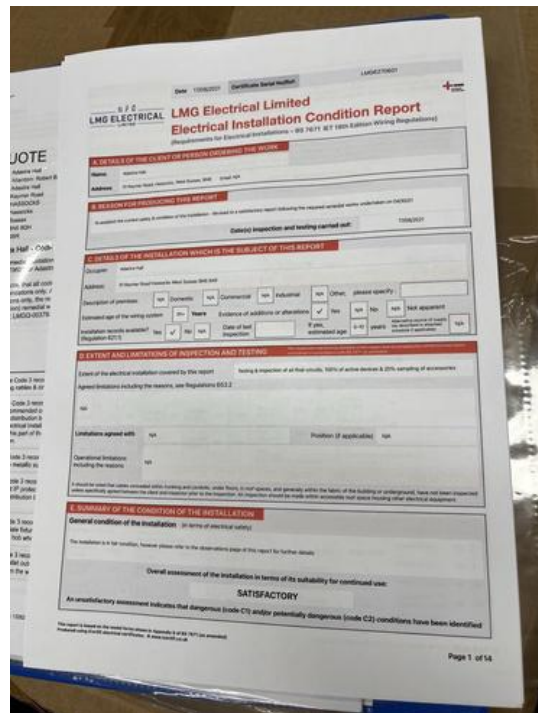


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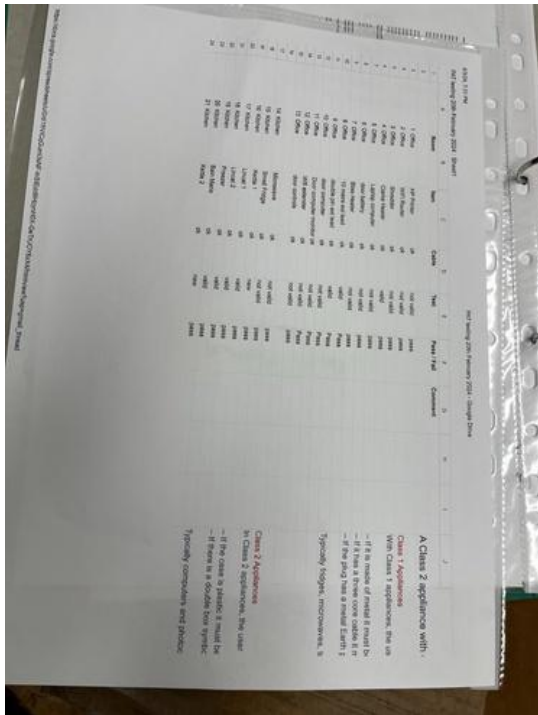


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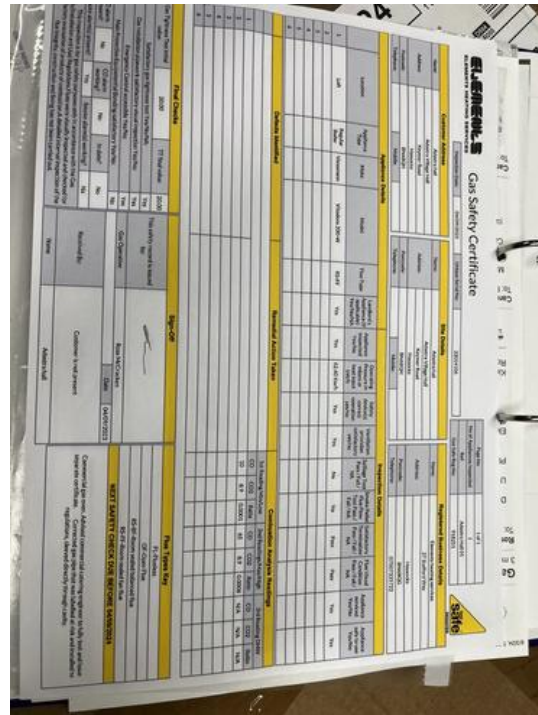


Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23

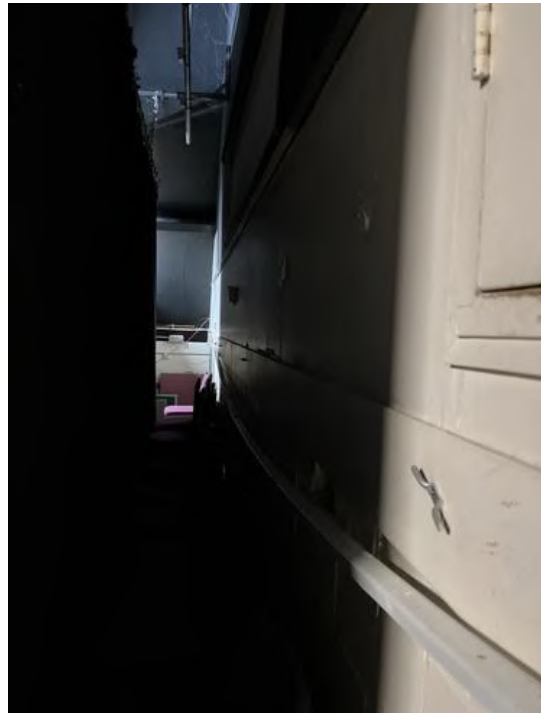


Photo 24



Photo 25

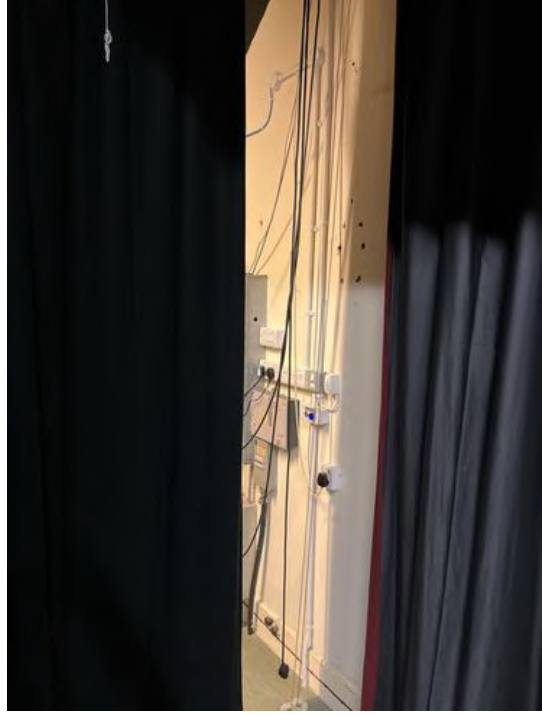


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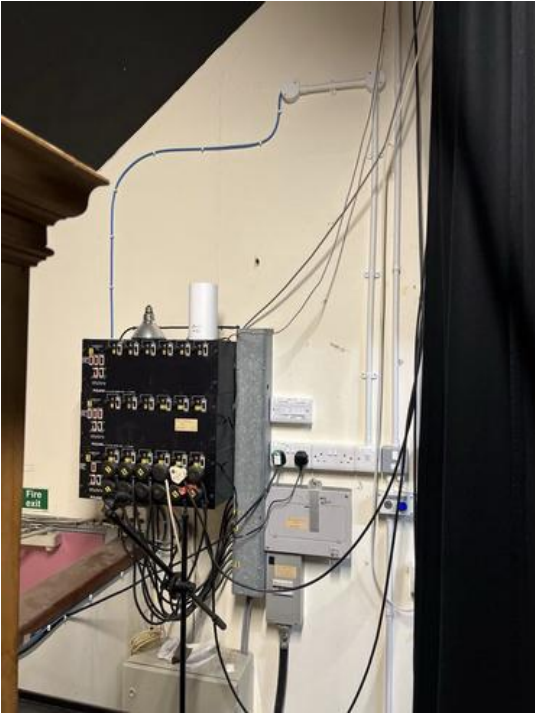


Photo 27



Photo 28

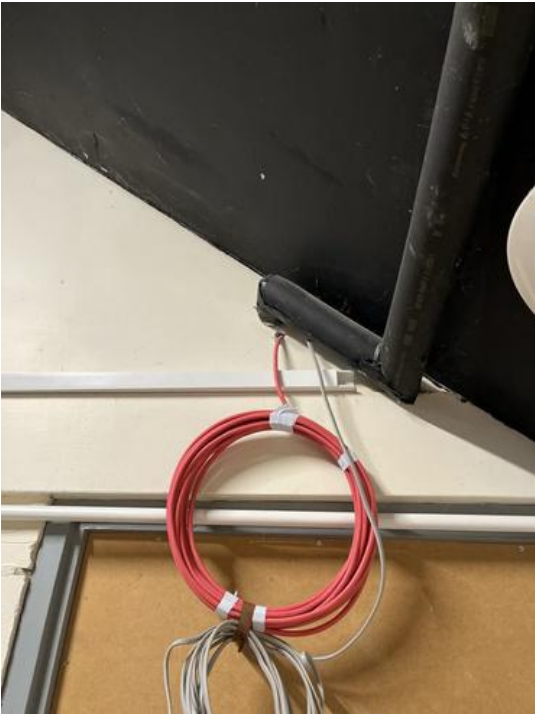


Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44

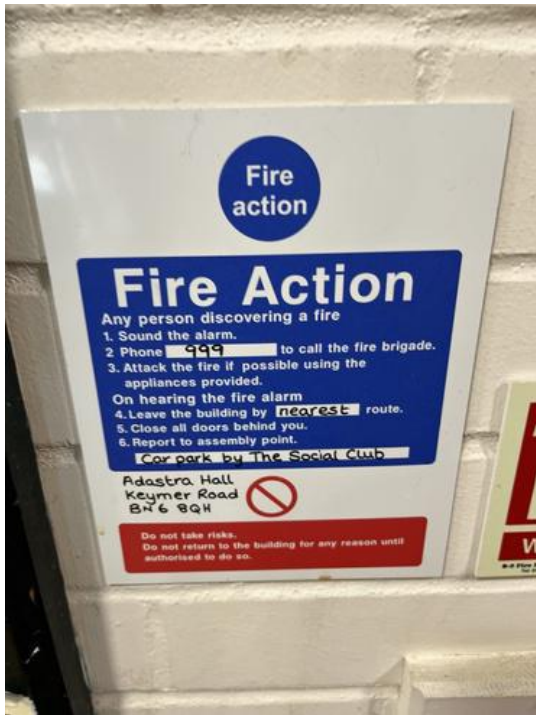


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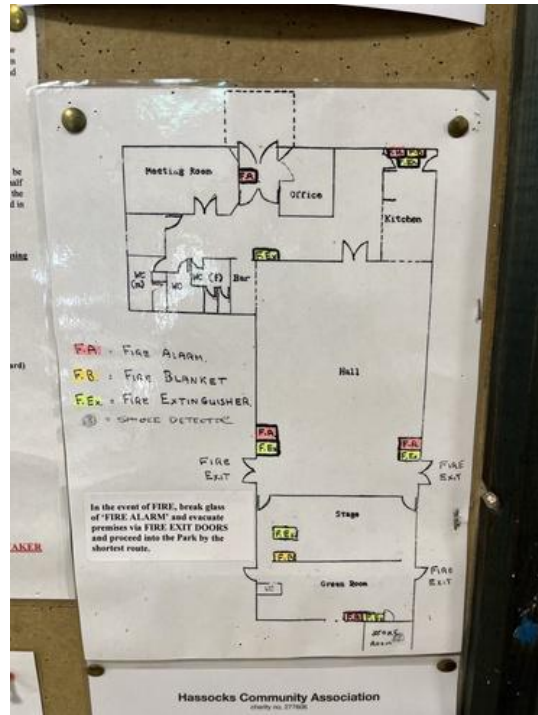


Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51



Photo 52



Photo 53



Photo 54



Photo 55



Photo 56



Photo 57



Photo 58



Photo 59



Photo 60



Photo 61



Photo 62

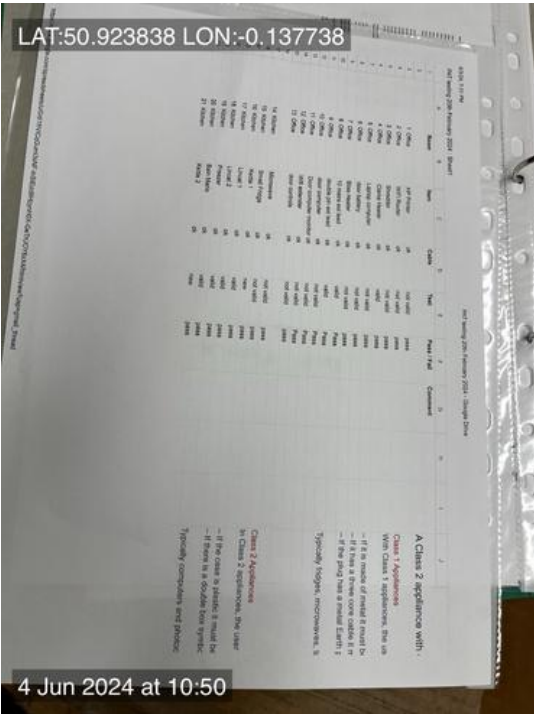


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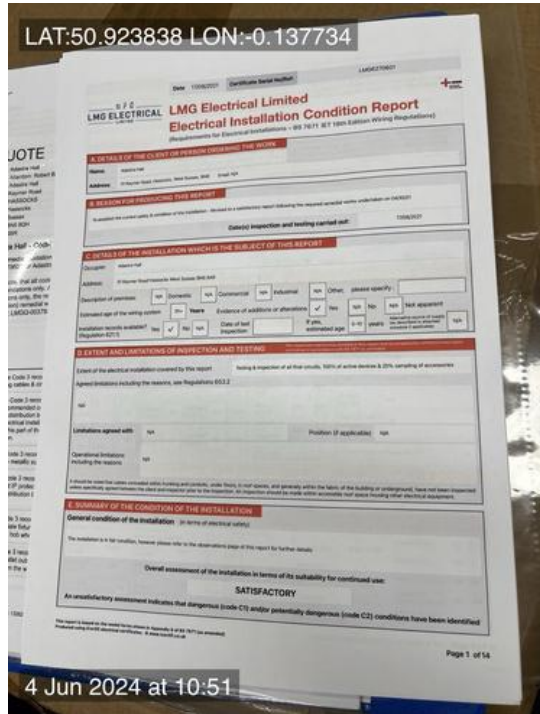


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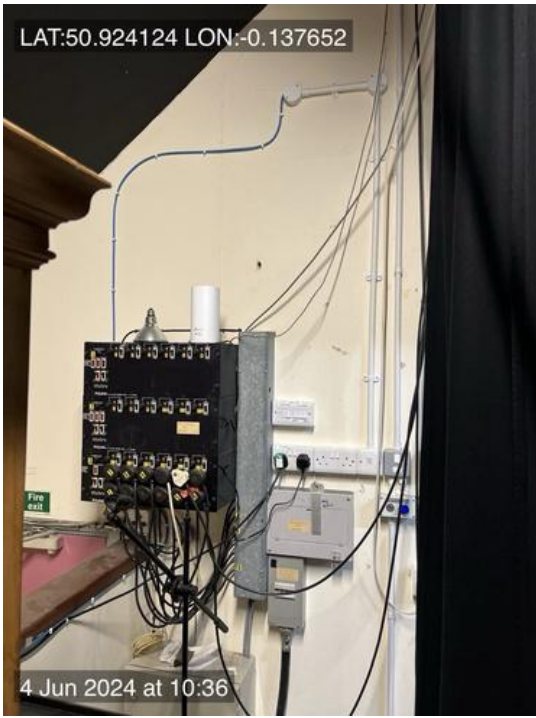


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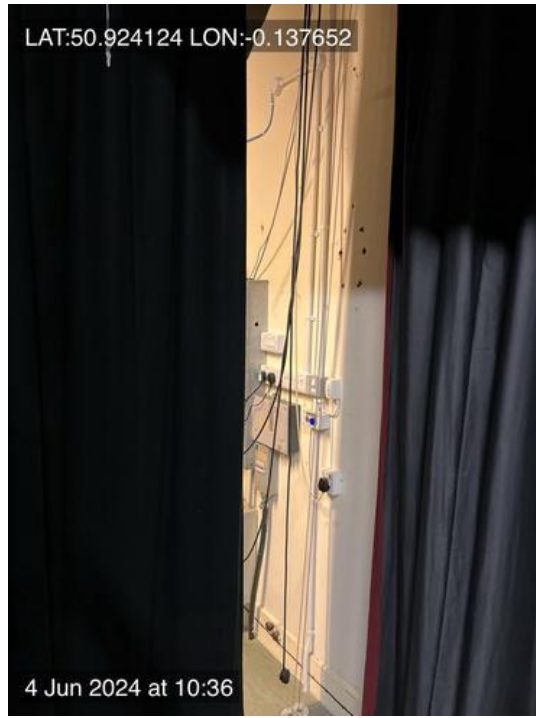


Photo 66



Photo 67



Photo 68



Photo 69



Photo 70



Photo 71



Photo 72



Photo 73

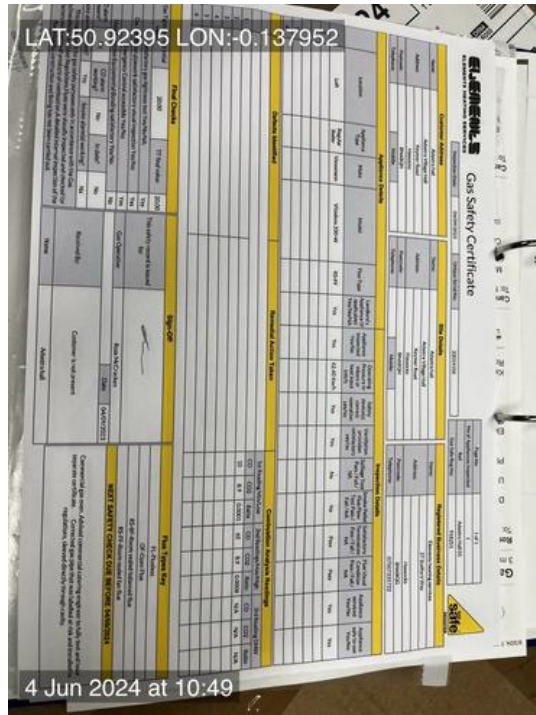


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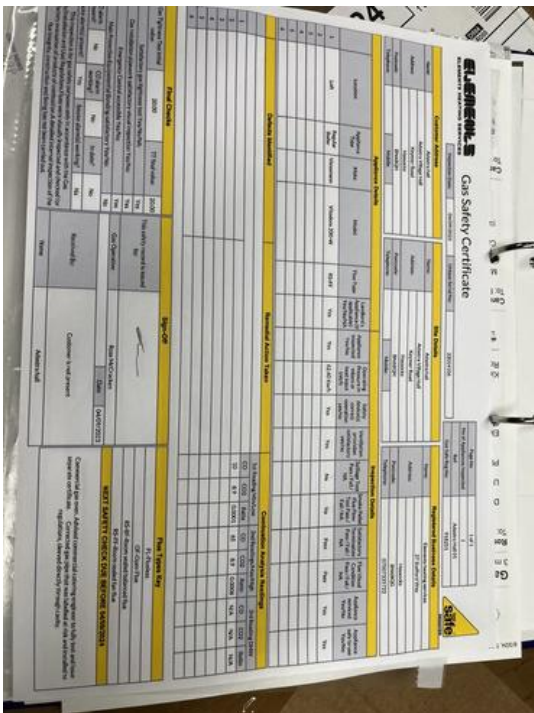


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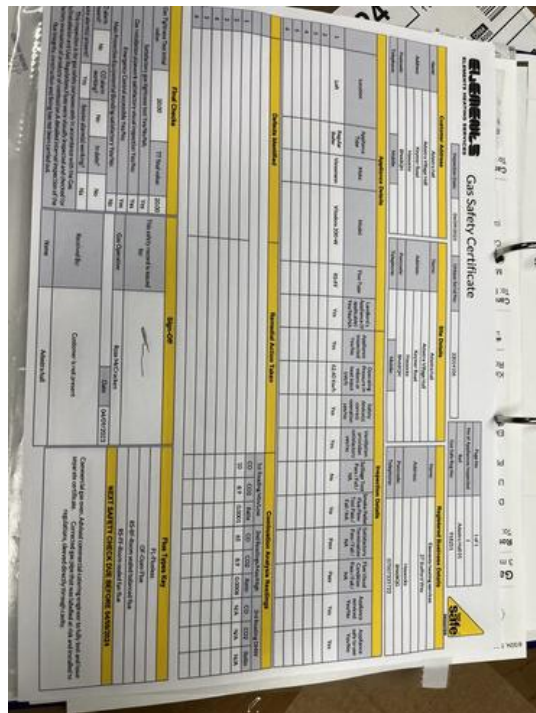


Photo 76



Photo 77



Photo 78



Photo 79



Photo 80

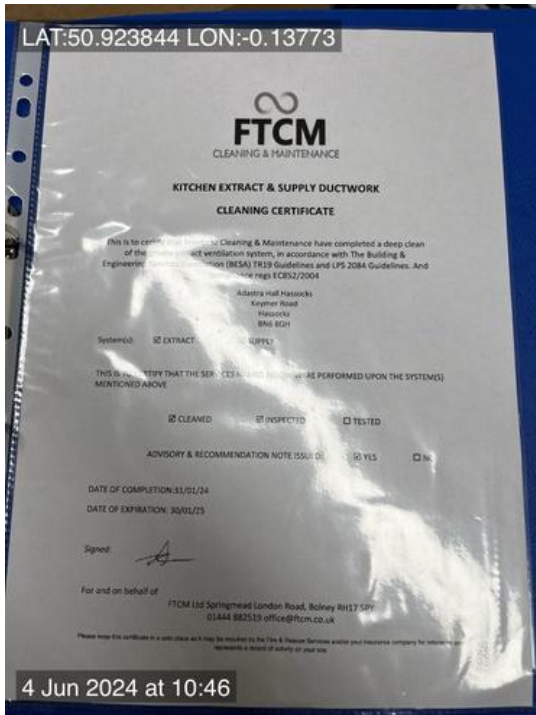


Photo 81



Photo 82



Photo 83



Photo 84



Photo 85



Photo 86



Photo 87



Photo 88



Photo 89



Photo 90



Photo 91



Photo 92



Photo 93



Photo 94



Photo 95



Photo 96



Photo 97



Photo 98



Photo 99



Photo 100



Photo 101



Photo 102

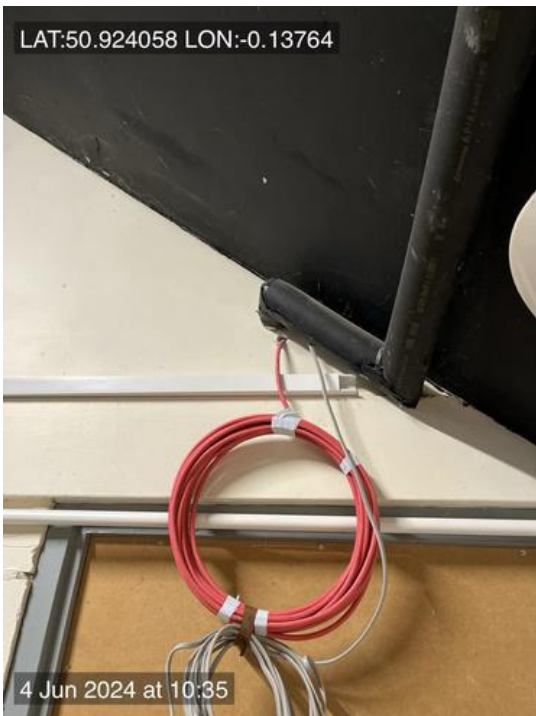


Photo 103



Photo 104



Photo 105



Photo 106



Photo 107



Photo 108

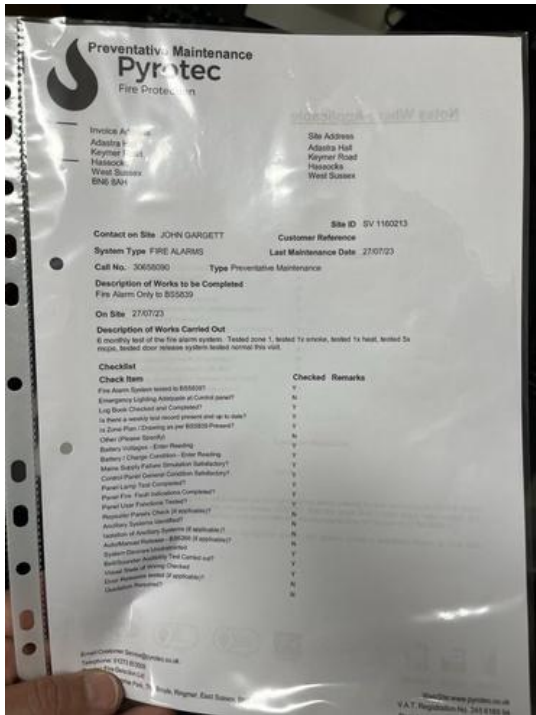


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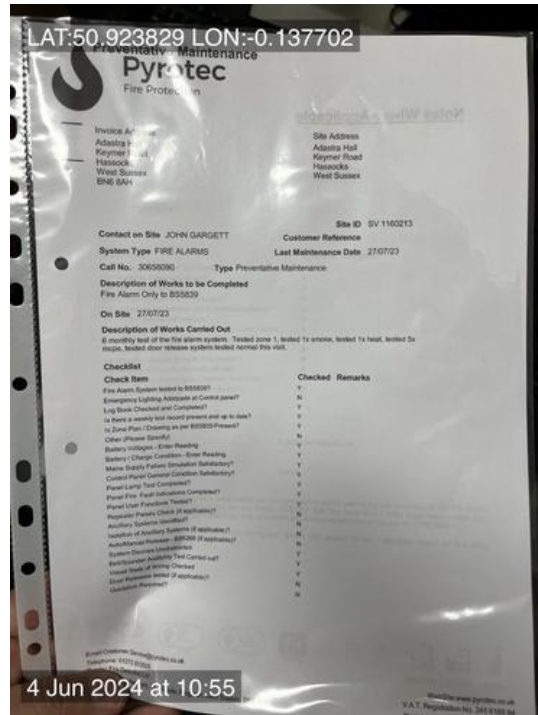


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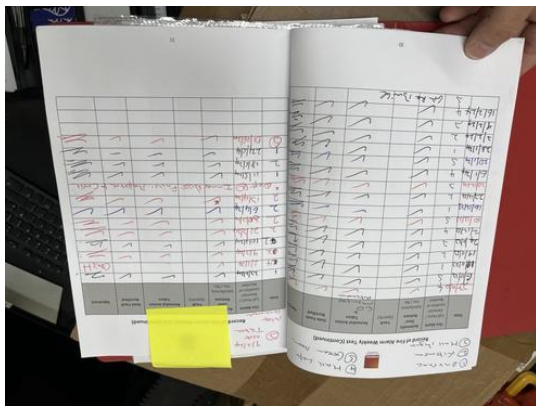


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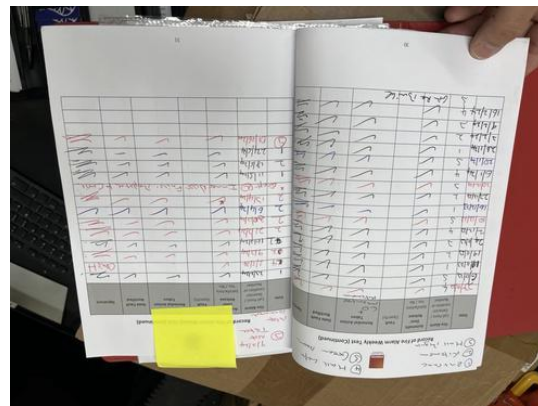


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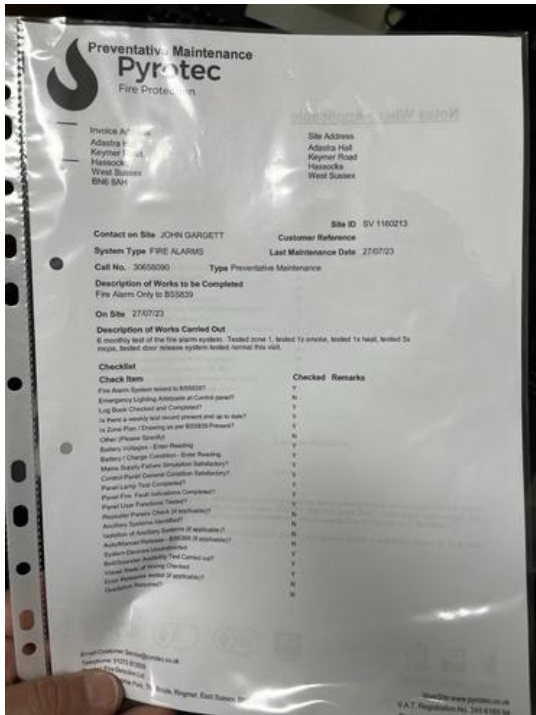


Photo 113

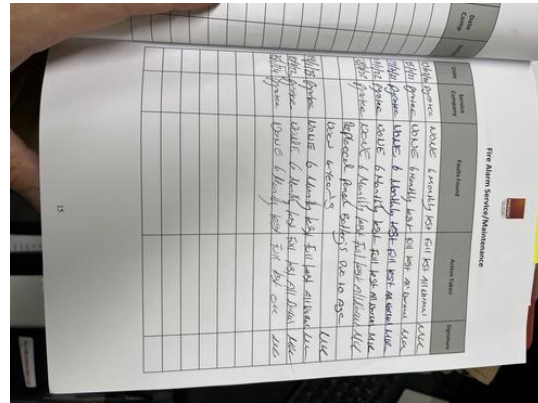


Photo 114



Photo 115



Photo 116



Photo 117



Photo 118



Photo 119



Photo 120



Photo 121

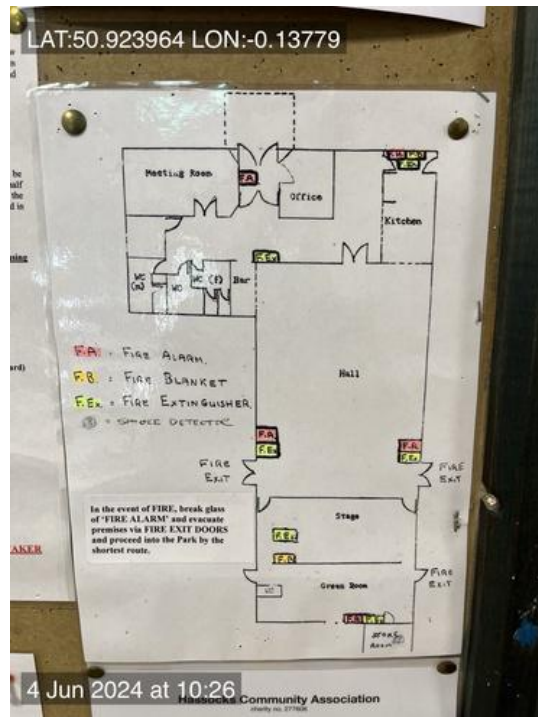


Photo 122

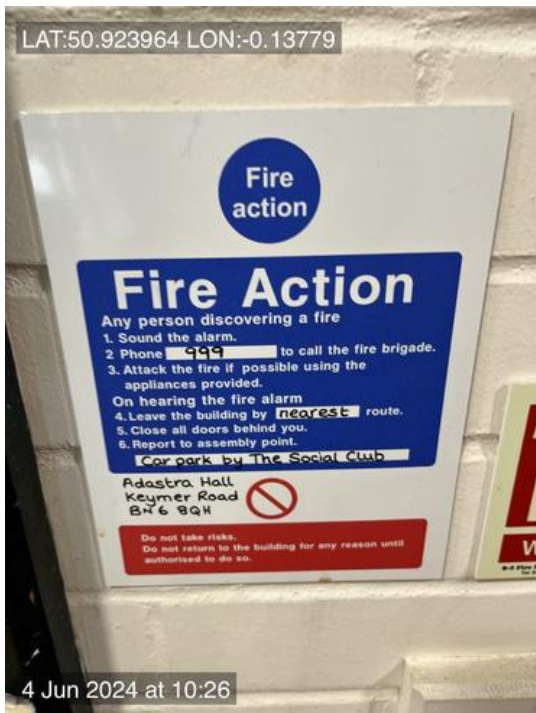


Photo 123

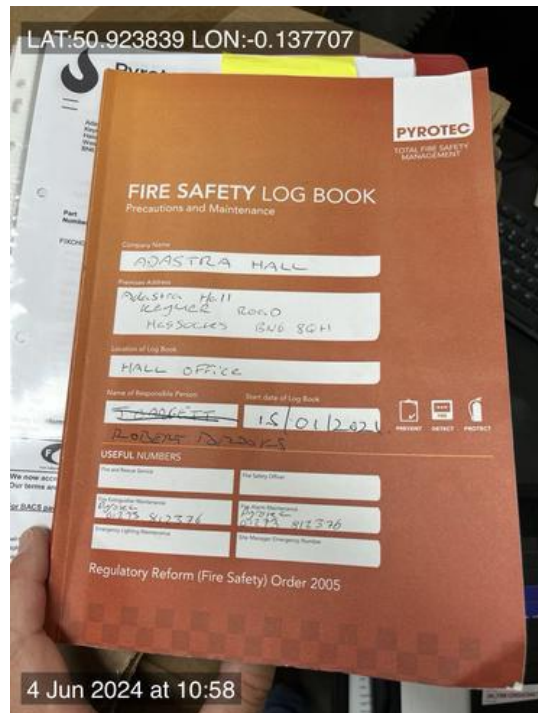


Photo 124

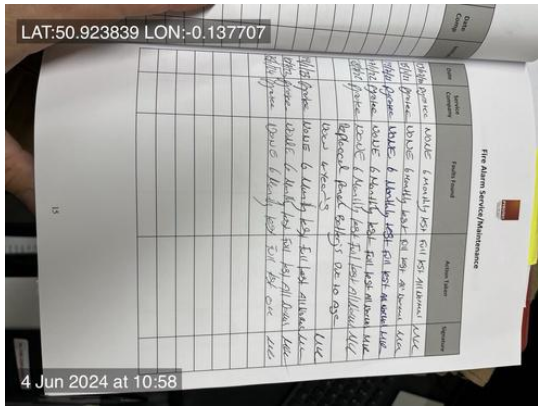


Photo 125

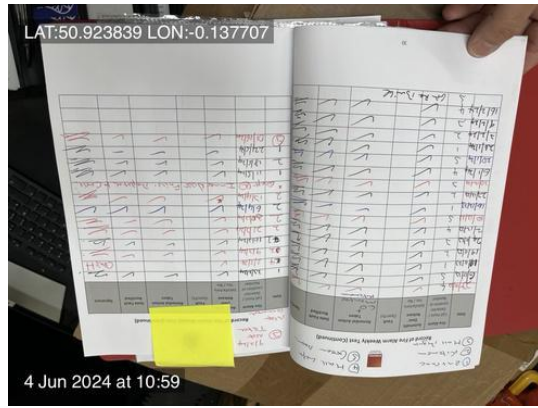


Photo 126

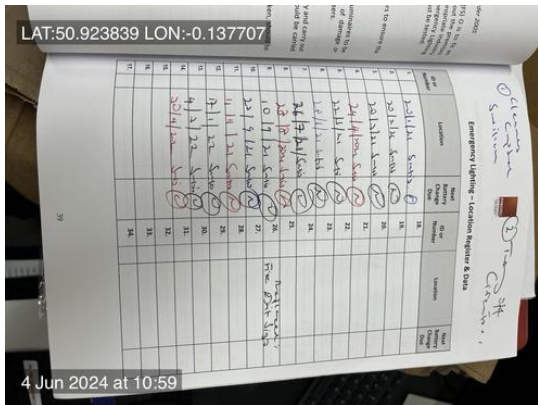


Photo 127

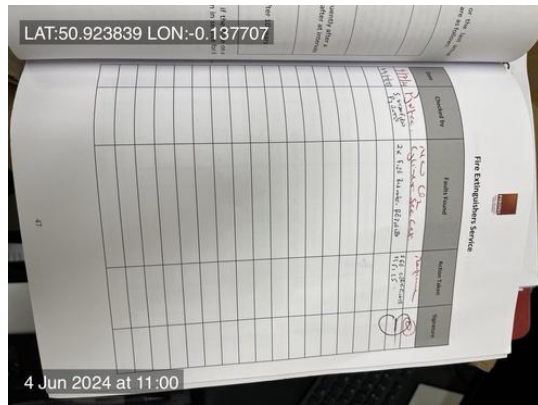


Photo 128

TERMS & CONDITIONS

By purchasing this fire risk assessment report you agree to the following terms and conditions:

DEFINITIONS: In these Terms and Conditions the following words and expressions shall have the following meanings:-

“the Agreement” : means the agreement (of which these Terms and Conditions form part) between the Company and the Customer for the provision of the Services.

“the Company” : means the company named in this document below.

“Fee” :means the Fee specified payable by the Customer for the provision of the Services.

“Representative” : means an employee of the Company or any other person/subcontractor working under the direction of the Company.

“Services” : means the services detailed in this document.

Application and entire agreement.

1. These Terms and Conditions apply to the provision of the service detailed in our booking confirmation (Service) by DANFIRE (DANFIRE Ltd) (we or us) to the person buying the services (you).
2. You are deemed to have accepted these Terms and Conditions when you accept our booking confirmation or from the date of any performance of the Service (whichever happens earlier) and these Terms and Conditions and our booking confirmation (the Contract) are the entire agreement between us.
3. You acknowledge that you have not relied on any statement, promise or representation made or given by or on our behalf by persons not employed by the company. These Conditions apply to the Contract to the exclusion of any other terms that you try to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
4. These Terms and Conditions shall override all other terms and conditions inconsistent with it, whether express, implied or otherwise, including but not limited to terms, conditions or stipulations contained in any order of the Customer or otherwise stipulated by the Customer and which are at variance with or additional to these Terms and Conditions.
5. Any attempt by the Customer to vary or amend these Terms and Conditions will not be binding on the Company unless the Company has agreed in writing to the variation or amendment

Interpretation

6. A “business day” means any day other than a Saturday, Sunday or bank holiday in England and Wales between the hours of 9am – 5pm.
7. ‘Premises/property’ refer to the building for which the service has been requested.
8. The headings in these Terms and Conditions are for convenience only and do not affect their interpretation.

Services

9. We will ensure that we will use reasonable care and skill in our performance of the Service which will comply with the quotation and booking confirmation, including any specification in all material respects. We can make any changes to the Service which are necessary to comply with any applicable law or safety requirement, and we will notify you if this is necessary.
10. The Company shall provide the Customer with the Services for the Fees and subject to these Terms and Conditions

11. We will use our reasonable endeavours to complete the performance of the Service within the time agreed.
12. All of these Terms and Conditions apply to the supply of any goods as well as Service unless we specify otherwise.

Your Obligations

13. You must obtain and give us any permissions, consents, access agreements or otherwise that we need. Also access to any and all relevant information, properties and any other matters which we need to provide the service. You must also ensure, where reasonable, that the premises to be assessed is of a standard to allow for the safety of our representative.
14. If you do not comply with clause 13, we can terminate the Service and a cancellation fee will be chargeable.
15. We are not liable for any delay or failure to provide the services if this is caused by your failure to comply with the provisions of this section (Your obligations)

Fees

16. The Fees for the Service are set out in the quotation initially and again in the booking confirmation by email. The Customer shall pay the Company the Fees for the Service on receipt of the invoice and prior to dispatch of the documentation, in accordance with this clause.
17. No Services shall be performed outside Normal Business day unless agreed in writing in advance with the Company. The fees for such Services will be separately agreed.
18. The Company's reasonable travelling, subsistence and (where agreed) accommodation expenses incurred in providing the Services to the Customer will be charged separately
19. The Company reserves the right to require the Customer to pay sums on account of Charges incurred or to be incurred and reserves the right to withhold or suspend the Services until such sums have been received.
20. The Company shall be entitled to make additional charges in respect of costs, charges or expenses incurred by the Company as a result of (i) the Customer not supplying clear and legible copy or instructions; (ii) corrections or other work not specified as part of the Services
21. Cancellations fees are 50% of the quoted Service Fee.
22. The fees are net of any applicable VAT and other taxes or levies which are imposed or charged, by any competent authority.

Cancellation and amendment

23. We can withdraw, cancel or amend a quotation, if it has not been accepted by you, or if the Service has not started, within a period of 30 days from the date of the quotation, (unless the quotation has been withdrawn)
24. Either we or you can cancel an order for any reason, prior to your acceptance (or rejection) of the quotation.
25. If you want to amend any details of the service you must tell us in writing/email giving a minimum of one business days' notice of the booked Service date. We will use reasonable endeavours to make any required changes. Cancellation fee will be charged in the event that we are given less than 24 hours (1 business day) notice of the change to the confirmed appointment, or if our assessor is unable to gain access or complete the assessment, due to the condition of the premises, as described in clause 13, or should you state you no longer require the service after the assessor has visited the premises.
26. If, due to circumstances beyond our control, we have to make any changes in the Service or how it is provided, we will notify you immediately. We will use reasonable endeavours to keep any such changes to a minimum.

Payment

27. We will invoice you for payment of the fees, on the following Business day after the Fire Risk Assessment (Service) takes place. All relevant documentation is issued on receipt of the payment.

28. All Fees are due and payable no later than 7 days net from the date of invoice, unless credit terms have been agreed between us. No sum shall be regarded as paid until the date of actual receipt of cleared funds by the Company or its bankers.
29. Any dispute or query relating to any invoice must be made by the Customer to the Company in writing within 7 days net of the date of such invoice, otherwise the invoice will be treated as being accepted by the Customer.
30. If any Fee is not paid by the Customer by the due date, the Company reserves the right to charge interest on the outstanding balance until payment at the rate of 8% per year under section 69 of the County Courts Act 1984.
31. All payments due under these Terms and Conditions must be made in full without any deduction or withholding, except as required by law and neither of us can assert any credit, set-off or counterclaim against the other, in order to justify withholding payment, of any such amount in whole or in part.
32. If you do not pay within the period set out above, we can suspend any further provision of the Services and cancel any future services which have been ordered by, or otherwise arranged with you.
33. Receipts for payment will be issued by us only at your request.
34. All payments must be made in GBP unless otherwise agreed in writing between us.

Sub-Contracting and assignment

35. We can at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of our rights under these Terms and Conditions and can subcontract or delegate in any manner, any or all of our obligations to any third party.
36. You must not, without our prior written consent, assign, transfer, charge, subcontract or deal in any other manner, with all or any of your rights or obligations under these Terms and Conditions.

Termination

37. We can terminate the provision of the Service immediately if you:
 1. commit a material breach of your obligations under these Terms and Conditions; or
 2. fail to pay any amount due under the Contract on the due date for payment; or
 3. are, or become, or in our reasonable opinion are about to become, the subject of a bankruptcy order or take advantage of any other statutory provision, for the relief of insolvent debtor; or
 4. enter into a voluntary arrangement under Part 1 of the Insolvency Act 1986, or any other scheme or arrangement is made with its creditors or notice of intention to appoint an administrator is given by you or any of your directors or by a qualifying floating charge holder (as defined in para. 14 of Schedule B1 of the Insolvency Act 1986), a resolution is passed or petition presented to any court for your winding up or for the granting of an administration order in respect of you, or any proceedings are commenced relating to your insolvency or possible insolvency.

Intellectual property

38. We reserve all copyright and any other intellectual property rights which may subsist in any goods supplied in connection with the provision of the Service. We reserve the right to take any appropriate action to restrain or prevent the infringement of such intellectual property rights.

Liability and indemnity

39. Our liability under these Terms and Conditions, and in breach of statutory duty, and in tort or misrepresentation or otherwise, shall be limited, as set out in this clause.
40. The total amount of our liability is limited to the total amount of Fees payable by you under the Contract.

41. We are not liable (whether caused by our employees, agents or otherwise) in connection with our provision of the Service or the performance of any of our other obligations, under these Terms and Conditions or the quotation for:
 1. any indirect, special or consequential loss, damage, costs, or expenses; or
 2. any loss of profits; loss of anticipated profits; loss of business; loss of data; loss of reputation or goodwill; business interruption; or, other third party claims; or
 3. any failure to perform any of our obligations if such delay or failure is due to any cause beyond our reasonable control; or
 4. any losses caused directly or indirectly by any failure or your breach in relation to your obligations; or
 5. any losses arising directly or indirectly from the choice of Services and how they will meet your requirements or your use of the Services or any goods supplied in connection with the Services.
42. The Company expressly excludes liability for consequential loss or damage of any kind including, but not limited to, loss of profits, loss of business revenue, loss of goodwill and loss of data howsoever arising which may be suffered by the Customer in respect of any breach of this Agreement or any representation or tortious act or omission (including negligence and breach of statutory duty) arising under or in connection with the Agreement.

Force Majeure

43. Neither of us is liable for any failure or delay in performing our obligations, where such failure or delay results from any cause that is beyond the reasonable control of that party. Such causes include, but are not limited to: Power failure, Internet Service Provider failure, industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the party in question. If the delay continues for a period of 90 days, either of us may terminate or cancel the Services to be carried out under these Terms and Conditions by notice in writing.

Communications

44. All notices under these Terms and Conditions must be in writing and signed by, or on behalf of, the party giving notice (or a duly authorised officer of that party).
45. Notices shall be deemed to have been duly given:
 1. when delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient; or
 2. when sent, if transmitted by fax or email and a successful transmission report or return receipt is generated; or
 3. on the fifth business day following mailing, if mailed by national ordinary mail;
46. All notices under these Terms and Conditions must be addressed to the most recent address, email address or fax number notified to the other party.

No waiver

47. Failure or neglect by the Company to enforce at any time, any of the provisions hereof shall not be construed as, nor shall it be deemed to be, a waiver of the Company's rights hereunder nor in any way affect the validity of the whole or any part of these Terms and Conditions, nor prejudice the Company's rights to take subsequent action.

Non-Solicitation of Staff

48. The Customer shall not without the prior written consent of the Company, at any time during the continuance of or within 12 months after the date of expiry, completion or termination of this Agreement, employ, utilise the services of, solicit or endeavour to entice away from, or discourage from being employed by the Company, any person who is or shall at any time between the date of the Agreement and the date of such expiry, completion or

termination be, a Representative whose duties have included the provision of any Services, during the period of twelve months prior to such employment, utilisation, solicitation or endeavour.

49. The Customer agrees that if it is in breach of this clause, damages may not be an adequate remedy and the Company may wish to apply for an injunction or other form of interlocutory relief or to take other action. Nevertheless the Customer shall, if in breach of this clause, pay on demand to the Company (as is agreed to be a genuine pre-estimate of the loss likely to be suffered by the Company as a result) a sum representing the gross amount paid to that Representative during the last 6 months immediately prior to such employment, utilisation, solicitation or endeavour (other than travelling or subsistence) plus the costs incurred by the Company in recruiting a suitable replacement but without prejudice to the other rights and remedies of the Company pursuant to this Agreement.

Data Protection Act 1998 & General Data Protection Regulation (GDPR)

50. The Company acknowledges that in the performance of the Services it may have access to data of the Customer including personal data as defined in the Data Protection Act 1998 and GDPR. The Company and the Customer each warrants to the other that it has registered under that Act in respect of such personal data and shall continue to comply with its requirements. If either party breaches its obligations under that Act and GDPR it shall indemnify the other from and against any resulting losses. For more information regarding all storage/handling and processing of data refer to our Privacy policy, accessible through the website.

Law and jurisdiction

51. This agreement shall be governed by and interpreted according to the law of England and Wales and all disputes arising under the agreement (including non-contractual disputes or claims) shall be subject to exclusive jurisdiction of the English and Welsh courts.

Release of Report

52. No reports, certificates or assessments will be released until full payment has been received.