

# Thirlmere Way Community Centre

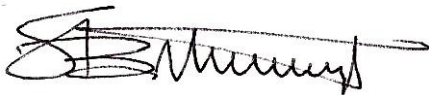
## FIRE RISK ASSESSMENT

### Policy Statement

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a Trustee to demonstrate our commitment to fire safety and to comply with all legal requirements.



Signed by Stewart Bishop on behalf of Thirlmere Way Community Centre.

Date..... 1<sup>st</sup> August 2022.....

<b>Address</b>	Thirlmere Way, Stafford, ST17 9EJ
<b>Used as</b>	Community Centre
<b>Date of Assessment</b>	1 <sup>st</sup> August 2022
<b>Name of Assessor</b>	Stewart Bishop
<b>Review Date</b>	1 <sup>st</sup> August 2023

<b>Property Description</b>
A single storey building consisting of an entrance foyer, Main meeting hall, smaller meeting room, three small storage rooms, small office, male/female and accessible toilets, boiler room
<b>How a Fire Could Start</b>
There are several ways in which a fire could potentially start within the Community Centre. These can be either accidental, malicious, or through an electrical fault.

### People Affected by Fire

A wide variety of people, of all ages and abilities, use the Community Centre throughout the week,

These can be employees, volunteers, visitors, customers and contractors.

Normal access hours are between 9am and 9pm weekdays and weekends.

### Escape Routes

There are three main escape routes within the building (see Appendix A) which are clearly signed as fire exits. All persons leaving the building will be directed to the form up point in the corner of the car park.

### Fire Alarm

The centre is fitted with wired smoke alarms in every room with a wired heat detector in the kitchen area.

In the event of a power failure all the fire exit signs are automatically illuminated and all signage will glow in the dark.

### Fire Extinguishers

There are several fire extinguishers located throughout the building (see Appendix A) and are maintained on an annual basis by an external fire safety company.

### Fire Action

In the event of a fire it is the responsibility of the centre staff or if none are present then the lead hirer present or the person running the activity or group to evacuate the building and ensure that everyone has exited safely and formed up on the main car park at the designated point.

The fire brigade should be called immediately.

Access back into the building can only be done if the lead fire brigade officer attending has confirmed that it is safe to do so.

## Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

<i>Type</i>	<i>Location</i>	<b>Are existing control measures suitable?</b>	
Wood / Paper /Cardboard	Recycle bins provided	<b>YES</b>	<b>NO</b>

Plastics / Rubber / Foam	Recycle Bins provided	YES	NO
Furniture and Fixings (curtains, blinds etc)	Main Hall	YES	NO
Flammable Material (gases / liquids / paints / thinners / glues)	COSH Store	YES	NO
Waste Materials (refuse, packaging)	Waste & Recycle Bins provided	YES	NO
Building Structure		YES	NO

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

## Step 2 – Identifying People at Risk

<i>Type</i>	<i>Findings</i>
<b>a) Sensory Risk:</b> People with visual and / or hearing impairment(s)	Alternative signing to be read by those visually impaired

<p><b>b) Mobility Risk:</b></p> <p>People with physical impairments</p>	<p>Two of the exit point have ramps to enable wheelchair access</p>
<p><b>c) Familiarity Risk:</b></p> <p>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	<p>Anyone visiting the Centre for the first time will be instructed on the fire evacuation procedure and the location of all fire alarms, fire exits and extinguishers</p>
<p><b>d) Numbers Risk:</b></p> <p>Large numbers of people, small numbers of disabled people</p>	<p>Any group using the centre will have their own competent person to be able to assist anyone exiting the building in the event of a fire.</p>
<p><b>e) Lone Workers / People Working in Isolation / Others</b></p>	<p>Anyone in the building alone will be aware of the evacuation procedure and will inform the centre manager of their arrival and leaving the building.</p>

**Additional Information:**

**Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk**

<p>Are ignition sources controlled to reduce the chances of fire?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Are combustible materials kept away from ignition sources?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Are all windows and openings closed last thing at night?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Is your fire alarm system adequate for your premises?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Will everybody be warned if the fire alarm operates?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>

Can everyone escape without assistance?	<b>YES</b>	<b>NO</b>
Is escape from fire available in more than one direction?	<b>YES</b>	<b>NO</b>
Are all fire exits easily identified by the correct signs?	<b>YES</b>	<b>NO</b>
Are escape routes free from obstruction and storage?	<b>YES</b>	<b>NO</b>
Are all doors on escape routes easily opened without a key?	<b>YES</b>	<b>NO</b>
Do all doors on escape routes open in the direction of escape?	<b>YES</b>	<b>NO</b>
Can everyone escape in a reasonable time?	<b>YES</b>	<b>NO</b>
Do you have emergency lighting?	<b>YES</b>	<b>NO</b>
Is the lighting adequate to illuminate circulation routes?	<b>YES</b>	<b>NO</b>
Do you have fire fighting equipment?	<b>YES</b>	<b>NO</b>
Is the fire fighting equipment adequate for the risks present?	<b>YES</b>	<b>NO</b>
Are housekeeping and general waste management adequate?	<b>YES</b>	<b>NO</b>
Are security arrangements sufficient to prevent access?	<b>YES</b>	<b>NO</b>
Are measures adequate to prevent the incidents of arson?	<b>YES</b>	<b>NO</b>
Are there any large open roof spaces or concealed ceiling voids?	<b>YES</b>	<b>NO</b>
Could a fire in your premise spread to another?	<b>YES</b>	<b>NO</b>
Can the fire service easily get to your premises?	<b>YES</b>	<b>NO</b>



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

**Step 4 ~ Record, Plan, Inform, Instruct and Train**

***You must record your fire safety arrangements – this includes:***

Have you provided fire instruction and staff training?	<b>YES</b>	<b>NO</b>
Are there records of maintenance on all fire safety measures?	<b>YES</b>	<b>NO</b>

Have you recorded the significant findings of this assessment on Page 9?

**YES**

**NO**

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

### Step 5 ~ Review

***Your fire safety risk assessment must be kept up to date***

#### **Date of next review**

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

**1 / 8 / 2023**

# Fire Evacuation Plan

