

FIRE RISK ASSESSMENT

PROPERTY ASSESSED:
Houghton Road Communal Centre
Thurnscoe
Rotherham

S63 0NA



UPRN: AQ81001C

Inspection Date: 08/11/2022

Validation Date: 22/11/2022

Valid to: 22/11/2024

FRA completed by: Pennington Choices

FRA Completed For: Berneslai Homes

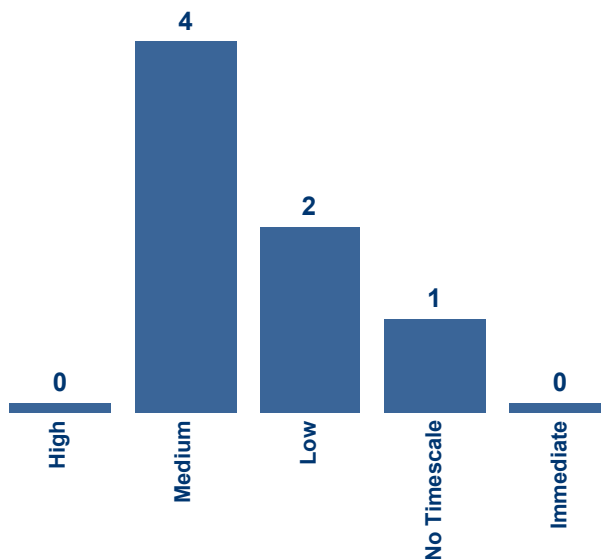
Executive Summary

FRA Risk Rating:

Tolerable



FRA Action Count by Priority



FRA Action by Type

Recommendations:

1

Actions:

6

Premises Risk Rating: **Tolerable**


Reassessment Priority: **Medium - 2 Years**

Recommended evacuation strategy for this building is: **Simultaneous Evacuation**

On satisfactory completion of all remedial works the risk rating of this building may be reduced to: **Tolerable**


FRA - Summary


Responsible Person	The Burton Grange Community Centre Committee
Property Designation	Community Centre
Management Extent	Partially Managed Building - Manager or Senior Staff not onsite regularly
No of Floors	1
No of Flats (if applicable)	0
Ground floor Area (m2)	180
Total Area of all floors (m2)	180

FRA Completed By:	Grant Barker
FRA Type:	Type 3
QA Validation Date:	22/11/2022
QA Carried Out By:	Paul Doodson
Validator's Signature:	

Medium

4

Ref.	Category	Priority	Complete By
A1	Electrical Ignition Sources	Medium	20/Feb/2023
Finding/Observation		Action/Recommendation	
<p>5 year fixed wire testing in communal areas are tested/inspected on a 5 year schedule. These works are carried out by Berneslai Homes service partners. All certificates are stored on PIMSS and can be requested at any time from the Electrical Compliance Officer.</p>		<p>There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use. Repair the electrical circuit as currently intended.</p>	
<p>Image: A11</p> 			

Ref.	Category	Priority	Complete By
P2	Means Of Giving Warning In Case Of Fire	Medium	20/Feb/2023
Finding/Observation		Action/Recommendation	
There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use.		At the same time as the repair is made to the electrical circuit, the fire alarm panel should receive the necessary works to bring it back in to full working order.	
<div>Image: P21</div> <div></div>			



Findings & Actions Summary


Ref.	Category	Priority	Complete By
T5	Procedures And Arrangements	Medium	20/Feb/2023
Finding/Observation		Action/Recommendation	
Officially designated but the assessor did not observe any Fire Assembly Point signage in the car park.		If there is currently Fire Assembly Point signage provided, it is not conspicuous enough to be readily identified and it should be clearly observable from the front elevation and car park elevation of the Community Centre (where all emergency exit doors discharge or lead to). Any existing signage should therefore be relocated. If there is no Fire Assembly Point signage currently displayed, make arrangements for it to be provided in-line with the visibility recommendations above.	

Ref.	Category	Priority	Complete By
W1	Records	Medium	20/Feb/2023
Finding/Observation		Action/Recommendation	
It is not considered reasonably practicable by the assessor for the committee to carry out fire drills during ad-hoc events, as the period of hire is typically for a short duration and the disruption caused is likely to be such that the hirers will want a refund. As part of the contract of hire, a committee volunteer will carry out a pre-hire walk round with a responsible representative from the hiring body. The housekeeping policy, fire procedure and operation of the emergency exits is explained/demonstrated during this walk round. Normally, fire drills are carried out annually. It appears that no fire drills have been performed since the Community Centre returned to full operations after the Covid-19 lockdown.		Carryout and record the periodic fire drills as per the normal process as described.	

Low

3

Ref.	Category	Priority	Complete By
O1	Fire Safety Signs & Notices	Low	22/Nov/2023
Finding/Observation		Action/Recommendation	
Emergency escape signage has been provided at a reasonable level, mostly incorporated into emergency escape lighting units.		Display 'Fire Door Keep Shut' signage on both sides of the Main Hall double fire doors to the reception and on both sides of the kitchen fire door. Due to its proximity to the car parking facility, a 'Fire Exit Keep Clear' sign should be displayed on the exterior side of the double emergency exit from the Main Hall in this location.	
<p>Image: O11</p> 		<p>Image: O12</p> 	

Ref.	Category	Priority	Complete By
R1	Fire Extinguishing Appliances	Low	22/Nov/2023
Finding/Observation		Action/Recommendation	
Fire extinguishers are provided in circulation spaces and Main Hall as per the Responsible Persons policy however, it is not expected that although trained, volunteers would perform firefighting operations that might endanger themselves.		There are no labels present that clearly indicate that the extinguishers should only be used by trained persons, which are present at other Community Centres the assessor has carried out fire risk assessments at on behalf of Berneslai Homes. As the centre is available for hire by the public and it is not always the case that a committee volunteer will be present, it would be good practice if these labels were displayed (three are required).	
<p>Image: R11</p> 			

No Timescale1

Ref.	Category	Priority	Complete By
F1	Lightning	No Timescale	
Finding/Observation		Action/Recommendation	
A lightning protection system was not observed, however the premises are at a similar height to the other structures within the surrounding area and is not at a higher elevation or in a particularly exposed position, therefore the Assessor considers that the fire risk without a lightning protection system fitted is tolerable and one is not considered essential.		Recommend management undertake a risk assessment of the building to determine if lightning protection is required.	

Reassessment Priority	Medium - 2 Years
Responsible Person	The Burton Grange Community Centre Committee
BAFE Cert	CHES077

General Information

UPRN	AQ81001C
Address	Houghton Road Communal Centre Thurnscoe Rotherham
Postcode	S63 0NA
Fire Risk Assessor	Grant Barker
Date of Inspection	08/11/2022
Checked by	Paul Doodson
Reassessment Date	08/11/2024

General Information

Property Designation	Community Centre
Property Type	Public Building
No of Floors	1
No of Flats (if applicable)	0
Ground floor area (m2)	180
Total area of all floors	180
Building Description	The premises is a modestly sized single storey detached building provided as a Community Centre for local residents. It is thought to have been originally constructed in the late 1990s. There are no internal or external stairways. There is a pitched tiled roof structure. There are no passenger lifts present. There is level access at the front and side exit doors. There is no ancillary usage.
Building Construction	The ground floor is ground bearing concrete. The ceilings are underdrawn with plasterboards. From visual observation only from the ground floor level, the exposed surface of external walls gives the appearance of masonry construction.
Extent of common areas	Main hall and reception area.
Areas of the building to which access was not available	None.
If applicable state which flats were sample inspected	The whole premises was surveyed.

1. The Occupants

Ref.	Question	Policy Principles
10	Management Extent	
Answer		Finding/Observation
Partially Managed Building - Manager or Senior Staff not onsite regularly		

Ref.	Question	Policy Principles
11	Details of any onsite management (hours onsite etc.)	
Answer		Finding/Observation
Committee volunteers are normally present at this premises for a limited number of hours during the week. There are no paid employees. Hours of occupation vary due to the nature of the premises but can be in use during the night.		

Ref.	Question	Policy Principles
12	Person managing fire safety in premises	
Answer		Finding/Observation
Carol Howard - Committee Volunteer.		

Ref.	Question	Policy Principles
13	Person consulted during the fire risk assessment	
Answer		Finding/Observation
Carol Howard - Committee Volunteer.		

Ref.	Question	Policy Principles
14	Number of occupants (maximum estimated)	
Answer		Finding/Observation
40 including volunteers. The premises is not licensed for the consumption of alcohol.		

Ref.	Question	Policy Principles
15	Approximate maximum number of employees at any one time	
Answer		Finding/Observation
None.		

Ref.	Question	Policy Principles
16	Number of members of the public (maximum estimated)	
Answer		Finding/Observation
40 Including volunteers.		

Ref.	Question	Policy Principles
17	Identify any people who are especially at risk: <ul style="list-style-type: none">- sleeping occupants- disabled occupants- occupants in remote areas and lone workers- young persons- others	
Answer		Finding/Observation
This is a Community Centre facility and the facility is provided for people in the locality to hold events and club meetings. As such there may be occupants with varying degrees of physical/mental impairment in-line with the general population. Regular events are held for persons over 65 years of age. There will also be young persons and children present (it was confirmed by the committee chairperson that the centre is used for Youth Club meetings). Lone working is a possibility, but it is consi		

2. Fire Safety Legislation

Ref.	Question	Policy Principles
21	The following fire safety legislation applies to these premises	
Answer		Finding/Observation
Regulatory Reform (Fire Safety) Order 2005		

Ref.	Question	Policy Principles
22	The above legislation is enforced by	
Answer		Finding/Observation
South Yorkshire Fire and Rescue Service		

Ref.	Question	Policy Principles
23	Other key fire safety legislation (other than Building Regs 2000)	
Answer		Finding/Observation
Health and Safety (Safety Signs and Signals) Regulations 1996		


Ref.	Question	Policy Principles
24	The other legislation referred to above is enforced by	
Answer		Finding/Observation
The HSE.		

Ref.	Question	Policy Principles
25	Guidance used as applicable to premises and occupation	
Answer		Finding/Observation
Small & Medium Places of Assembly		

Ref.	Question	Policy Principles
26	Is there an alteration or enforcement notice in force?	
Answer		Finding/Observation
No		None known or apparent.

Ref.	Question	Policy Principles
27	Fire loss experience (since last FRA)	
Answer		Finding/Observation
No		None known or apparent.

A. Electrical Ignition Sources

Ref.	Question	Policy Principles
A1	Is the fixed electrical installation periodically inspected and tested, (include dates if known)?	5 year fixed wire testing in communal areas are on a 5 year schedule. These works are carried out by our partners. All certificates are stored on PIMSS and can be requested at any time from the electrical compliance officer. As and when rewires take place, emergency lighting is being fitted in the stairwells if required.
Answer		Finding/Observation
Yes		5 year fixed wire testing in communal areas are tested/inspected on a 5 year schedule. These works are carried out by Berneslai Homes service partners. All certificates are stored on PIMSS and can be requested at any time from the Electrical Compliance Officer.
Action/Recommendation		Priority
There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use. Repair the electrical circuit as currently intended.		Medium
Due Date		20/Feb/2023
Images		
<p>Image: A11</p> 		

Ref.	Question	Policy Principles
A2	Is PAT testing in common areas carried out?	Carried out annually by partners on a rolling schedule.
Answer		Finding/Observation
Yes		Some portable electrical appliances are present. Those sampled had in date PAT labels attached.

Ref.	Question	Policy Principles
A3	Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T pin outlets)?	
Answer		Finding/Observation
N/A		This is not a residential premises and hirers are permitted to use the electrical sockets etc to power equipment.

Ref.	Question	Policy Principles
A4	Is the use of adapters and leads limited?	
Answer		Finding/Observation
Yes		Electrical extension leads were observed at the time of the premises survey, the use of which did not appear unreasonable and no significant issues were observed.

Ref.	Question	Policy Principles
A5	Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?	
Answer		Finding/Observation
N/A		There were no PV installations present at the time of the premises survey.

B. Smoking Policies

Ref.	Question	Policy Principles
B1	Are there suitable arrangements to prevent fire as a result from smoking?	
Answer		Finding/Observation
Yes		There is a no smoking policy in place for internal areas of the Community Centre.


Ref.	Question	Policy Principles
B2	Is the policy being adhered to and are "No smoking" signs provided in the common areas?	
Answer		Finding/Observation
Yes		No evidence of in-door smoking observed with at the time of the premises survey.


Images

Image: B21



C. Arson

Ref.	Question	Policy Principles
C1	Are premises secure against arson by outsiders? (Please state how)	
Answer		Finding/Observation
Yes		The assessor considers the area to be a normal risk in respect of arson. Key entry to the main entrance. Security shutters on all doors and windows are closed when the centre is not in use.
Images		
<p>Image: C11</p> 		



Ref.	Question	Policy Principles
C2	Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)	Blocks of flats that have issues with the storage of bins are waiting bin storage areas. A three year plan is in place to build bin storage areas for all flats with issues.
Answer		Finding/Observation
Yes		A commercial sized bin is in use and is stored well away from the premises. No significant issues were identified or other observations were made at the time of the premises survey.
Images		
<p>Image: C21</p> 		

D. Portable Heaters And Heating Installations

Ref.	Question	Policy Principles
D1	If used, is the use of portable heaters regarded as safe?	
Answer		Finding/Observation
N/A		There were no portable heaters observed in use at the time of the premises survey.

Ref.	Question	Policy Principles
D2	Are fixed heating systems maintained annually?	
Answer		Finding/Observation
Yes		There is a fixed heating system present, a gas boiler located in the disabled toilet facility. It is understood that this is inspected and maintained by NPS under a service contract. All certificates are stored on PIMSS and can be requested at any time from the Fire Safety Officer. Any faults are dealt with on a 24-hour priority order.

E. Cooking

Ref.	Question	Policy Principles
E1	Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?	
Answer		Finding/Observation
Yes		There is a kitchen facility present, and it is used regularly. The cooker hood was visibly clean at the time of the premises survey. The cooker hood, filters and duct is steam cleaned twice a year by one of the Volunteers who owns a commercial cleaning business.
Images		
<div><div>Image: E11</div><div></div></div> <div><div>Image: E12</div><div></div></div>		

F. Lightning

Ref.	Question	Policy Principles
F1	Does the building have a lightning protection system?	
Answer		Finding/Observation
No		A lightning protection system was not observed, however the premises are at a similar height to the other structures within the surrounding area and is not at a higher elevation or in a particularly exposed position, therefore the Assessor considers that the fire risk without a lightning protection system fitted is tolerable and one is not considered essential.

G. House-Keeping

Ref.	Question	Policy Principles
G1	Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?	
Answer		Finding/Observation
Yes		No significant issues or observations identified at the time of the premises survey.

Ref.	Question	Policy Principles
G2	Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?	
Answer		Finding/Observation
Yes		It is understood that committee volunteers are responsible for cleaning the club. A high standard of housekeeping was present throughout and no significant issues were observed at the time of the premises survey.

Ref.	Question	Policy Principles
G3	Are mobility scooters or electric vehicles stored in the means of escape? If yes has an assessment been undertaken in line with the NFCC "Mobility Scooter Guidance for Residential Buildings"?	
Answer		Finding/Observation
N/A		

H. Hazards Introduced By Contractors

Ref.	Question	Policy Principles
H1	Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?	
Answer		Finding/Observation
Yes		Berneslai Homes provide maintenance of the premises and have a 'No Hot Works' policy, a safer alternative must be used. This also applies to external contractors.

I. Dangerous Substances

Ref.	Question	Policy Principles
I1	If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002 and are they stored correctly?	
Answer		Finding/Observation
N/A		There were no dangerous or flammable substances within the areas under assessment or in close proximity to the premises that could be readily observed at the time of the premises survey.

J. Other Significant Hazards

Ref.	Question	Policy Principles
J1	Are all issues deemed satisfactory? [1]	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
J2	Are all issues deemed satisfactory?	
Answer		Finding/Observation
Yes		

K. Means Of Escape

Ref.	Question	Policy Principles
K1	Is the escape route design deemed satisfactory? (Consider current design codes)	
Answer		Finding/Observation
Yes		Two directions of escape available from the reception area and associated rooms off this corridor. There are three directions of escape available from the Main Hall. Travel distances are within those recommended within the DCLG Small and Medium Places of Assembly Guide.

Ref.	Question	Policy Principles
K2	Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	
Answer		Finding/Observation
Yes		The assessor has identified that fire resisting construction is required along the fire compartment lines, of which there are two. The main fire compartment line separates the Main Hall from the reception area and is along the wall in-between. Fire resisting construction is also required around the kitchen and the Main Hall. Self-closing fire doors are fitted where necessary along these fire compartment lines. Some fire doors feature Georgian wired glazing and none featured any etched fire resistance markings etc. It was not custom and practice to provide these markings historically as it was considered that the fact that it was Georgian wired glass indicated that it had suitable fire resistance properties and it is considered to be a reasonable assumption by the assessor. No issues were observed along the fire compartmentation lines of this modestly sized premises.

Ref.	Question	Policy Principles
K3	Is there adequate provision of exits (including exit Widths) for the numbers who may be present?	
Answer		Finding/Observation
Yes		There are three emergency exit doors present. The main entrance is a double door and opens inwards. This is the largest of the emergency exits and for the purposes of the calculation will be disregarded on the assumption that it is unavailable due to the location of the fire. There are also two double emergency exit doors within the Main Hall, and both are outward opening (1680mm and 1430mm). These two emergency exits have a combined capacity of 602 number of persons based upon the DCLG Guide applicable. As the total number of occupants is 40 persons, there is a spare capacity of 562 persons.

Images

Image: K31



Image: K32



Ref.	Question	Policy Principles
K4	Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)	
Answer		Finding/Observation
Yes		Although a key is required to enter via the main entrance, one is not required to exit. The main entrance door has a sliding bolt security device fitted. The Community Centre is prone to unwanted entry from local youths during events. This has caused distress and upset to hirers in the past. To combat this, a sliding bolt is fitted to the main entrance/exit door. The assessor discussed other ways that this door could be secured with the committee volunteer in 2020, and none were considered satisfactory (none would provide a suitable deterrent to young children potentially absconding during child and toddler type events in the committee volunteers view and experience). It was agreed that a suitable sign clearly indicating the operating method of disengaging the sliding bolt would be displayed and this has been actioned.

Images

Image: K41



Detailed Risk Assessment

Ref.	Question	Policy Principles
K5	Do final exits open in the direction of escape where necessary?	
Answer		Finding/Observation
Yes		

Ref.	Question	Policy Principles
K6	Are travel distances satisfactory? (consider single direction and more than one direction, property risk profile and occupancy characteristics)	
Answer		Finding/Observation
Yes		Two directions of escape available from the reception area and associated rooms off this corridor. There are three directions of escape available from the Main Hall. Travel distances are within those recommended within the DCLG Small and Medium Places of Assembly Guide.

Ref.	Question	Policy Principles
K7	Are there suitable precautions for all inner rooms?	
Answer		Finding/Observation
N/A		None present.

Ref.	Question	Policy Principles
K8	Are escape routes separated where appropriate?	
Answer		Finding/Observation
Yes		Originally fitted self-closing FD30 fire doors are present.

Ref.	Question	Policy Principles
K9	Are corridors sub-divided where appropriate?	
Answer		Finding/Observation
Yes		Sub-division of the fire compartments is provided. Originally fitted self-closing FD30 fire doors are present.

Ref.	Question	Policy Principles
K10	Do escape routes lead to a place of safety?	
Answer		Finding/Observation
Yes		A key lockable gate is present along the escape route from one of the double emergency exits. Volunteers ensure that this is unlocked during events. When events are held and no volunteers are present, Hirers are given an induction, and the whereabouts of the key and strict instructions are given that the gate should be unlocked during the period of hire. It should be noted that if this does not occur as intended, it is possible to move away from the centre and stay within the gardens at a distance of 10x the building height approximately and in clear view of the car park.

Images

Image: K101



Ref.	Question	Policy Principles
K11	Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	Annual service or AOV's carried out by partner on a rolling schedule. All certificates are stored on PIMSS and can be requested at any time from the Fire Officer.
Answer		Finding/Observation
N/A		No stairways present.

Ref.	Question	Policy Principles
K12	Is there any other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening?	
Answer		Finding/Observation
No		No significant issues or observations made at the time of the premises survey.

L. Flat Entrance Doors

Ref.	Question	Policy Principles
L1	Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?	Flat fire doors are inspected every six months to check function of the door and highlight any maintenance requirements. All reports are available upon request from the Fire Safety Officer. Cross corridor doors are inspected every 3 months in High Rise Blocks and every six months in low rise blocks months to check function of the door and highlight any maintenance requirements. All reports are available upon request from the Fire Safety Officer.
Answer		Finding/Observation
N/A		No flats present.

M. Common Area Fire Doors



Ref.	Question	Policy Principles
M1	Are all common area fire door and frames in good condition and appropriately fire rated?	Flat fire doors are inspected every six months to check function of the door and highlight any maintenance requirements. All reports are available upon request from the Fire Safety Officer. Cross corridor doors are inspected every 3 months in High Rise Blocks and every six months in low rise blocks months to check function of the door and highlight any maintenance requirements. All reports are available upon request from the Fire Safety Officer.
Answer		Finding/Observation
Yes		All fire doors were surveyed. The assessor considers that the only fire doors required are the kitchen fire door and Main Hall to reception double fire doors. None of these doors have combined intumescent cold smoke seals and it is considered that due to the limited escape distances, the number of available emergency exits and fire alarm coverage these are not essential based upon the risk versus the cost/time/effort of providing them. No issues were identified or other observations were made at the time of the premises survey.
Images		
<div>Image: M11</div> <div></div>		

N. Emergency Lighting

Ref.	Question	Policy Principles
N1	If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)	
Answer		Finding/Observation
Yes		Where an emergency escape lighting system is present, comments are based upon a visual inspection of the system coverage and condition, but no illuminance tests or verification of full compliance with the relevant British Standards was carried out during the premises survey. The provision of emergency escape lighting was considered adequate. Coverage included above emergency exit doors externally.

Ref.	Question	Policy Principles
N2	If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)	
Answer		Finding/Observation
N/A		

O. Fire Safety Signs & Notices

Ref.	Question	Policy Principles		
O1	Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)			
Answer		Finding/Observation		
No		Emergency escape signage has been provided at a reasonable level, mostly incorporated into emergency escape lighting units.		
Action/Recommendation			Priority	Due Date
Display 'Fire Door Keep Shut' signage on both sides of the Main Hall double fire doors to the reception and on both sides of the kitchen fire door. Due to its proximity to the car parking facility, a 'Fire Exit Keep Clear' sign should be displayed on the exterior side of the double emergency exit from the Main Hall in this location.			Low	22/Nov/2023
Images				
<div>Image: O11</div>  <div>Image: O12</div> 				

Ref.	Question	Policy Principles		
O2	Wayfinding Signage (buildings over 11 metres in height). Are there clear markings for flat and floor recognition provided?			
Answer		Finding/Observation		
N/A				

P. Means Of Giving Warning In Case Of Fire

Ref.	Question	Policy Principles
P1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	
Answer		Finding/Observation
Yes		Where a fire alarm system is present, comments are based upon a visual inspection of the system coverage and condition, but no audibility tests or verification of full compliance with the relevant British Standards was carried out during the premises survey. There is some automatic fire detection present and the availability of manual call points appears sufficient based upon the use of the premises.

Images

Image: P11



Ref.	Question	Policy Principles
P2	If installed, is the common area AFD adequate for the occupancy and fire risk?	
Answer		Finding/Observation
No		There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use.

Action/Recommendation	Priority	Due Date
At the same time as the repair is made to the electrical circuit, the fire alarm panel should receive the necessary works to bring it back in to full working order.	Medium	20/Feb/2023

Images

Image: P21



Detailed Risk Assessment

Ref.	Question	Policy Principles
P3	If not installed, are the premises deemed safe without a common area AFD system?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P4	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P5	Where appropriate, has a fire alarm zone plan been provided?	
Answer		Finding/Observation
Yes		There are no fire alarm zone plans on display next to the fire alarm panel, but there is only one zone. This is marked on the fire alarm panel itself and the assessor considers that this will suffice.

Ref.	Question	Policy Principles
P6	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	
Answer		Finding/Observation
Yes		Volunteers would do this, or in the event of one of them not being present, information is provided in the contract of hire for who to contact.

Ref.	Question	Policy Principles
P7	If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?	
Answer		Finding/Observation
N/A		

Ref.	Question	Policy Principles
P8	If applicable (Sheltered scheme) is the smoke detection within the flats monitored by an alarm receiving centre/on site scheme manager via a telecare system?	
Answer		Finding/Observation
Yes		

Q. Measures To Limit Fire Spread And Development

Ref.	Question	Policy Principles
Q1	Is there adequate levels of compartmentation between floors and between flats and the common escape routes?	
Answer		Finding/Observation
Yes		This Fire Risk Assessment should not be considered as fulfilling the requirements of a full fire compartmentation survey. Where defects were readily observable, any deficiencies will be commented upon. The general provision of fire compartmentation in the areas where access was possible was considered reasonable and no significant issues or observations were made at the time of the premises survey.
Ref.	Question	Policy Principles
Q2	Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)	
Answer		Finding/Observation
Yes		There are suspended ceilings are present. Due to the non-destructive nature of a Type-3 fire risk assessment survey, the assessor cannot comment on 'hidden voids' etc. Where defects were readily observable, any deficiencies will be commented upon. The general provision of fire compartmentation in the areas where access was possible was considered reasonable and no significant issues or observations were made at the time of the premises survey.
Ref.	Question	Policy Principles
Q3	Is there adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	
Answer		Finding/Observation
N/A		None present at the time of the premises survey.
Ref.	Question	Policy Principles
Q4	Is compartmentation maintained in the roof space?	
Answer		Finding/Observation
N/A		Only a limited sized roof void is present and the premises is detached.
Ref.	Question	Policy Principles
Q5	Are electrics, including embedded meters, enclosed in fire rated construction?	
Answer		Finding/Observation
Yes		Distribution boards are within the cleaners cupboard.

Ref.	Question	Policy Principles
Q6	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	
Answer		Finding/Observation
No		A full investigation of the design of heating, ventilation and air conditioning (HVAC) systems is outside the scope of this fire risk assessment. No fire dampers were observed during the premises survey.

Ref.	Question	Policy Principles
Q7	Is there reasonable limitation of linings to escape routes that might promote fire spread?	
Answer		Finding/Observation
Yes		No significant issues or observations made at the time of the premises survey.

Ref.	Question	Policy Principles
Q8	Are soft furnishings in common areas appropriate to limit fire spread/growth?	
Answer		Finding/Observation
Yes		Limited soft furnishings are present, consisting of simple fold up chairs. No significant issues were identified or other observations were made at the time of the premises survey.

Images

Image: Q81



Ref.	Question	Policy Principles
Q9	Does the premises have any external balconies, cladding or materials which may promote external fire spread?	
Answer		Finding/Observation
Unknown		This occupancy type is outside the scope of The Fire Safety Act 2021 and Fire Safety (England) Regulations 2022, which require a Fire Risk Appraisal of the External Walls (FRAEW) to be carried out. The assessor is bound by the terms of their indemnity insurance that forbids any consultations, determinations or recommendations regarding external wall systems. No further comments will be made in this matter, other than to state, at the time of the premises survey, there was no legal requirement to carry out an FRAEW of this premises.


Ref.	Question	Policy Principles
Q10	Has a note been prepared of the external walls of the building and details of construction materials used? Does the note include and identify the level of risk that the design and materials used?	
Answer		Finding/Observation
Unknown		Refer to Question Q9.

Ref.	Question	Policy Principles
Q11	Does the External wall note include any mitigating circumstances that may have been taken to reduce the risk?	
Answer		Finding/Observation
Unknown		Refer to Question Q9.

Ref.	Question	Policy Principles
Q12	Has the responsible person reviewed the external wall note on a regular basis and revised it if there have been any significant changes in the external walls.	
Answer		Finding/Observation
Unknown		Refer to Question Q9.

Ref.	Question	Policy Principles
Q13	Are all other fire spread/compartmentation issues satisfactory?	
Answer		Finding/Observation
Yes		

R. Fire Extinguishing Appliances

Ref.	Question	Policy Principles	
R1	if required, is there reasonable provision of accessible portable fire extinguishers?		
Answer		Finding/Observation	
Yes		Fire extinguishers are provided in circulation spaces and Main Hall as per the Responsible Persons policy however, it is not expected that although trained, volunteers would perform firefighting operations that might endanger themselves.	
Action/Recommendation		Priority	Due Date
There are no labels present that clearly indicate that the extinguishers should only be used by trained persons, which are present at other Community Centres the assessor has carried out fire risk assessments at on behalf of Berneslai Homes. As the centre is available for hire by the public and it is not always the case that a committee volunteer will be present, it would be good practice if these labels were displayed (three are required).		Low	22/Nov/2023
Images			
<div>Image: R11</div> <div></div>			

S. Relevant Automatic Fire Extinguishing Systems

Ref.	Question	Policy Principles
S1	Are there any automatic fire suppressant systems on site?	
Answer		Finding/Observation
No		

Ref.	Question	Policy Principles
S2	Are there any fixed fire fighting mains within the premises?	
Answer		Finding/Observation
No		

Ref.	Question	Policy Principles
S3	If any other relevant systems / equipment is installed, state type of system and comment as necessary	
Answer		Finding/Observation
N/A		

T. Procedures And Arrangements

Ref.	Question	Policy Principles
T1	Recommended evacuation strategy for this building is	
Answer		Finding/Observation
Simultaneous Evacuation		It is considered that an adequate number of fire action notices are displayed.

Ref.	Question	Policy Principles
T2	Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?	
Answer		Finding/Observation
Yes		Carol Howard - Committee Volunteer.

Ref.	Question	Policy Principles
T3	Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?	
Answer		Finding/Observation
Yes		Fire action notices will suffice to inform occupants. As part of the contract of hire, a committee volunteer will carry out a pre-hire walk round with a responsible representative from the hiring body. The housekeeping policy, fire procedure and operation of the emergency exits is explained/demonstrated during this walk round.

Ref.	Question	Policy Principles
T4	Are there suitable arrangements for liaison and calling the Fire Service?	
Answer		Finding/Observation
Yes		It is considered that this would happen if the occupants are guided by the fire action notices and common knowledge.

Ref.	Question	Policy Principles
T5	Are there suitable fire assembly points away from any risk?	
Answer		Finding/Observation
Yes		Officially designated but the assessor did not observe any Fire Assembly Point signage in the car park.

Action/Recommendation	Priority	Due Date
If there is currently Fire Assembly Point signage provided, it is not conspicuous enough to be readily identified and it should be clearly observable from the front elevation and car park elevation of the Community Centre (where all emergency exit doors discharge or lead to). Any existing signage should therefore be relocated. If there is no Fire Assembly Point signage currently displayed, make arrangements for it to be provided in-line with the visibility recommendations above.	Medium	20/Feb/2023

Ref.	Question	Policy Principles
T6	Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?	
Answer		Finding/Observation
Yes		No significant changes in floor level internally or externally and ramps are present.

Ref.	Question	Policy Principles
T7	Are staff nominated and trained on the use of fire extinguishing appliances?	
Answer		Finding/Observation
Yes		Although there is no legal requirement for committee volunteers to undertake fire safety training, an agreement is in place whereby Berneslai Homes provide support in this and other health and safety matters, such as annual testing and inspection of fire safety systems, fire warden training etc. Three Committee volunteers have received fire warden training. Although fire extinguishers are present, it should be borne in mind that volunteers who run the community centre are not legally required to use them, nor are members of the public who might be present.

Ref.	Question	Policy Principles
T8	Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?	
Answer		Finding/Observation
Yes		Committee volunteers would assist if present. No significant changes in floor level internally or externally.

U. Training

Ref.	Question	Policy Principles
U1	Do staff receive adequate induction and annual refresher fire safety training? (To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service)	
Answer		Finding/Observation
Yes		Although there is no legal requirement for volunteers to undertake fire safety training, an agreement is in place whereby Berneslai Homes provide support in this and other health and safety matters, such as annual testing and inspection of fire safety systems, fire warden training etc.
Ref.	Question	Policy Principles
U2	Are employees nominated to assist in the event of fire given additional training?	
Answer		Finding/Observation
Yes		Refer to Question U1.

V. Testing And Maintenance

Ref.	Question	Policy Principles
V1	Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?	Six monthly service is carried out by partner on a rolling schedule. All certificates are stored on PIMSS and can be requested at any time from the Fire Officer. Weekly tests are carried out in house, records are kept but are sometimes not kept on site. The records of these tests can be requested anytime from the Fire Officer. Any faults are dealt with on a 24 hour priority order
Answer		Finding/Observation
Yes		In-house testing and recording of fire alarms, emergency escape lighting etc is done by the committee members. Refer to policy principle for annual/six monthly inspection and maintenance.

W. Records

Ref.	Question	Policy Principles
W1	Is all routine testing and staff training including fire drills suitably recorded and available for inspection?	
Answer	Finding/Observation	
No	It is not considered reasonably practicable by the assessor for the committee to carry out fire drills during ad-hoc events, as the period of hire is typically for a short duration and the disruption caused is likely to be such that the hirers will want a refund. As part of the contract of hire, a committee volunteer will carry out a pre-hire walk round with a responsible representative from the hiring body. The housekeeping policy, fire procedure and operation of the emergency exits is explained/demonstrated during this walk round. Normally, fire drills are carried out annually. It appears that no fire drills have been performed since the Community Centre returned to full operations after the Covid-19 lockdown.	
Action/Recommendation	Priority	Due Date
Carryout and record the periodic fire drills as per the normal process as described.	Medium	20/Feb/2023

X. Premises Information Box

Ref.	Question	Policy Principles
X1	Is a Premises Information Box located at the premises accessible to the Fire and Rescue Service, secure from unauthorised access and kept up to date?	
Answer		Finding/Observation
N/A		

Y. Engagement With Residents

Ref.	Question	Policy Principles
Y1	Has all Fire Safety information & procedures been disseminated to the residents?	
Answer		Finding/Observation
N/A		

Z. Any Other Information

Ref.	Question	Policy Principles
Z1	Are all issues deemed satisfactory? [1]	
Answer		Finding/Observation
Yes		The submission of to the Responsible Person constitutes neither a warranty of future results by the assessor, nor an assurance against risk. This fire risk assessment represents the assessors best judgement, and may be based, in part, on information provided by others (either verbally, in writing or electronically). Although the assessor had no reason to doubt the validity of such information at the time of the production of this fire risk assessment, no liability whatsoever is accepted for the accuracy of such information supplied by others, which was taken in good faith.

Ref.	Question	Policy Principles
Z2	Are all issues deemed satisfactory?	
Answer		Finding/Observation
Yes		

ZAAR. Assessment Risk Ratings

Ref.	Question	Policy Principles
ZAAR1	<p>Likelihood of Fire</p> <p>Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p>Medium: 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).</p> <p>High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>	
Answer		Finding/Observation
Medium		

Ref.	Question	Policy Principles
ZAAR2	<p>Potential Consequences of Fire</p> <p>Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.</p> <p>Moderate harmful: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p>Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities</p>	
Answer		Finding/Observation
Slight Harm		

Ref.	Question	Policy Principles
ZAAR3	<p>Premises Risk Rating</p> <p>Trivial: No action is required and no detailed records need be kept</p> <p>Tolerable: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.</p> <p>Moderate: It is essential that efforts are made to reduce the risk. Risk reduction measures 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.</p> <p>Substantial: Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</p> <p>Intolerable: Building (or relevant area) should not be occupied until the risk is reduced</p>	
Answer		Finding/Observation
Tolerable		

Ref.	Question	Policy Principles
ZAAR4	On satisfactory completion of all remedial works the risk rating of this building may be reduced to:	
Answer		Finding/Observation
Tolerable		

The whole premises was s

1. Inspection Details

11	Has a Type 3 dwelling survey been performed?	Yes
12	Which flat number was accessed?	The whole premises was surveyed.
13	Is there appropriate detection in place?	Yes

2. What Detection Is In Place?

21	Mains Smoke Detector in Hall	N/A
22	Main Smoke Detector in Lounge	N/A
23	Mains Heat Detector in Kitchen	Yes
24	Main Detection in Bedroom(s)	N/A
25	Battery Smoke in hall	N/A
26	Link Heat detector in hall	Yes
27	Other	Yes

3. General

31	If on the ground or 1st floors, is there secondary means of escape from each habitable room? Door or window of at least 0.33m ² with no single dimension smaller than 450mm.	Yes
32	Does the layout of the flat meet the relevant Building Regulations (Travel distance, protected entrance hall, alternative escape etc.?)	N/A
33	Are there any extraction fans that are not vented directly to an external wall?	No
34	Are there any missing internal doors?	No
35	Is the fixed electrical test in date?	Yes
36	Are there any signs of hoarding?	No
37	Is the cooker in a safe position?	Yes
38	Assessor's Miscellaneous Comments or observations - please consider compartmentation within the flat or any tenant alterations?	None.

Limitations Statement

The purpose of the fire risk assessment is solely to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to reduce the risk to life from fire. This assessment does not address fire risks to property or business continuity.

Under Article 5(4) of the Regulatory Reform (Fire Safety) Order 2005 or other devolved equivalent regional legislation and relevant United Kingdom law, we have been appointed to provide advice to the Responsible Person only. We have no control over any part of the premises covered within this fire risk assessment, and we have no responsibility for undertaking any of the recommendations made. The assessment is intended to assist the Responsible Person to comply with their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

Any policy principles included within this Fire Risk Assessment have been provided by the responsible person or their representative and been added in good faith. We cannot take responsibility for the accuracy of the policy principles with regard to the client's internal policies, British Standards or codes of practice.

Any test certificates supplied as part of the Fire Risk Assessment process will be considered but we take no responsibility or liability whatsoever is accepted for the accuracy of such information supplied by others.

The findings of the fire risk assessment will be based upon the conditions found at the Premises at the time the assessment is to be carried out and on relevant information provided by the Responsible Person or others either prior to, during or after the Fire Risk Assessment of the premises.

We consider the External Wall System as part of the Fire Risk Assessment process; however, we take no responsibility for a fire risk appraisal of external wall construction on existing buildings and work to the guidance and limitations detailed in PAS 9980:2022 0.2 Fire risk assessments. Any information supplied to the Fire Risk Assessor is taken in good faith and we accept no responsibility for the accuracy of the information supplied.

No responsibility is accepted for any change in the conditions or circumstances prior after the Fire Risk Assessment has been undertaken.

It is stressed that the assessment should not be regarded as a structural survey for fire safety purposes as such a survey should only be entrusted to a qualified building surveyor.

The Fire Risk Assessment did not involve destructive exposure (Unless specifically requested as part of a contractual arrangement), and therefore it is not always possible to survey less readily accessible areas. It is, therefore, necessary to rely on a degree of sampling and reasonable assumptions and judgements.

All services or penetrations traversing fire resisting compartments are not confirmed as being sufficiently fire stopped with fire resisting material to the appropriate standard. If fire compartments\fire dampers\voids (ceilings, floors or other voids) are considered inaccessible for safety reasons or any other reason and cannot be physically accessed or are outside the visual range of the assessor, technical comment on these areas cannot be provided.

This fire risk assessment will not necessarily identify all minor fire-stopping issues that might exist within the building and should be considered to be a sample of fire compartmentation. Unless a full fire compartmentation survey is contractually included within the scope of the assessment.

If there are reasons to suspect the fire resistance within the Premises has not been sufficiently maintained the responsibility to provide this technical information rests with the Responsible Person\duty holder.

This fire risk assessment will not necessarily identify all minor fire door issues that might exist within the building and should be considered a sample of fire doors. Unless a full fire door survey is contractually included within the scope of the assessment.

A full investigation of the design of heating, ventilation, and air conditioning (HVAC) systems is outside the scope of this fire risk assessment.

Although reference in the report may be made to relevant British Standards, Codes of Practice and Guides the assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be identified in the assessment.

Where an emergency escape lighting system is present, comments are based upon a visual assessment of the system coverage and condition, but no illuminance tests or verification of the installation to the relevant British Standards were carried out.

Where a fire alarm system is present, comments are based upon a visual assessment, but no audibility tests or verification of full compliance with the relevant British Standards were carried out.

Where manual firefighting equipment is present, comments are based upon a visual assessment, but no verification of full compliance with the relevant British Standards or codes of practice were carried out.

It is the expectation that any reference to the testing and maintenance of passive or active fire protection systems within the premises are undertaken to the relevant current British Standards, Codes of Practice and Guides it is the responsible person's duty to ensure this is undertaken.

There will be a brief review of procedures at the time of this fire risk assessment. An in-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated in the contract.

The report will highlight the Significant Findings (Split into Recommendations and Action(s)) that the Fire Risk Assessor found at the time of the assessment.

It is the responsibility of the Responsible Person to ensure that any deficiencies found during the assessment and subsequently reported to the Responsible Person, by the report or other means, are their responsibility to rectify to a satisfactory standard to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is wholly the responsibility of the Responsible Person and/or their agent to implement and maintain the Fire Precautions at the Premises to a satisfactory standard and condition to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Failure to address and/or rectify any deficiencies mentioned in the report may result in serious harm, injury and or death to any relative person, employee, visitor, you or any other person in, on, within or without the perimeter of the Premises.

Failure to address any of the deficiencies highlighted in the report may be considered to be a breach of the Regulatory Reform (Fire Safety) Order 2005 and may result in prosecution by the enforcing authority.

Responsibility for the ongoing management of the Premises and even, if necessary, the decision to allow the Premises to be used for their present purpose, and in the current condition remains with the Responsible Person.

Responsibility for management procedures regarding, evacuation management, and maintenance of firefighting equipment, Fire alarms systems, emergency escape lighting, and any other emergency-related provisions remains a duty of the responsible person, not the fire risk assessor as this is not within their control.

Any faults or deficiencies in any emergency emergency-related staffing levels and/or staff training are the responsibility of the Responsible Person and/or the duty holder.

Portable or moveable items and items brought into the Premises are the responsibility of the Responsible Person and/or the duty holder.

It is recommended that the Assessment is reviewed annually or when there is a significant change, material alteration, change in the use of the Premises, a change in working practices, or following any incident, including fire, which may affect the Fire Precautions of the Premises.

The circumstances of the Premises may change over time and with use and/or occupancy, therefore, failure to review the fire risk assessment by the date indicated may mean that the fire risk assessment is no longer valid.

This Fire Risk Assessment is not a Health and Safety Report. A Health and Safety review should be conducted to ensure compliance with the Health and Safety at Work Act 1974.

Compliance with all other legislation is the responsibility of the Responsible Person. We accept no responsibility for loss, damage or other liability arising from a fire, loss and/or injury due to the failure to observe the safety, observance and practises identified in the Assessment

The Responsible Person will always remain responsible for the outcome of the Fire Risk Assessment and/or its review. This includes the accuracy of details contained within this report.

By signing for, by payment for services or acknowledgement of receipt of the report you accept full responsibility and accountability for implementing the findings of the report.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Likelihood of fire	Potential consequences of fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

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.

Medium: 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.

Taking into account the nature of the building and 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:

Slight Harm

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.

Moderate harmful: 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 likely to involve multiple fatalities.

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

Tolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and time table
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the 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.)



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule:

Part 1a	Name & Address of Certified Organisation:
	Pennington Choices, Broofield House, Grimsditch Lane, WA4 4EA
Part 1b	BAFE registration number of issuing Certified Organization:
	102119
Part 1c	SSAIB 3rd Party Certificate Number:
	CHES077
Part 2	Name of Client:
	The Burton Grange Community Centre Committee
Part 3a	Address of premises for which the fire risk assessment was carried out:
	Houghton Road Communal Centre, Thurnscoe, Rotherham, S63 0NA
Part 3b	Part or parts of the premises to which the fire risk assessment applies:
	Main hall and reception area.
Part 4	Brief description of the scope and purpose of the fire risk assessment:
	Life Safety (as per agreed Specification)
Part 4b	Limitations of FRA:
	See Limitation Statement
Part 5	Effective date of the fire risk assessment:
	08/11/2022
Part 6	Recommended date for reassessment of the premises:
	08/11/2024
Part 7	Unique reference number of this certificate:
	107270

Signed for and on behalf of the issuing Certificated Organization:

James Hutton

Dated: 11/22/2022

Appendix 1. Action Details

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
A1	ELECTRICAL IGNITION SOURCES	Medium	5 year fixed wire testing in communal areas are tested/inspected on a 5 year schedule. These works are carried out by Berneslai Homes service partners. All certificates are stored on PIMSS and can be requested at any time from the Electrical Compliance Officer.	There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use. Repair the electrical circuit as currently intended.		20/02/2023	A11
F1	LIGHTNING	No Timescale	A lightning protection system was not observed, however the premises are at a similar height to the other structures within the surrounding area and is not at a higher elevation or in a particularly exposed position, therefore the Assessor considers that the fire risk without a lightning protection system fitted is tolerable and one is not considered essential.	Recommend management undertake a risk assessment of the building to determine if lightning protection is required.			
O1	FIRE SAFETY SIGNS & NOTICES	Low	Emergency escape signage has been provided at a reasonable level, mostly incorporated into emergency escape lighting units.	Display 'Fire Door Keep Shut' signage on both sides of the Main Hall double fire doors to the reception and on both sides of the kitchen fire door. Due to its proximity to the car parking facility, a 'Fire Exit Keep Clear' sign should be displayed on the exterior side of the double emergency exit from the Main Hall in this location.		22/11/2023	O11, O12
P2	MEANS OF GIVING WARNING IN CASE OF FIRE	Medium	There is a fault on one of the lighting circuits which is causing the RCD to trip. One the first occasion that this occurred, it sent the fire alarm panel into fault. It is understood that there is a works order raised for its repair and in the meantime the light switch has temporarily been removed from use.	At the same time as the repair is made to the electrical circuit, the fire alarm panel should receive the necessary works to bring it back in to full working order.		20/02/2023	P21

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
R1	FIRE EXTINGUISHING APPLIANCES	Low	Fire extinguishers are provided in circulation spaces and Main Hall as per the Responsible Persons policy however, it is not expected that although trained, volunteers would perform firefighting operations that might endanger themselves.	There are no labels present that clearly indicate that the extinguishers should only be used by trained persons, which are present at other Community Centres the assessor has carried out fire risk assessments at on behalf of Berneslai Homes. As the centre is available for hire by the public and it is not always the case that a committee volunteer will be present, it would be good practice if these labels were displayed (three are required).		22/11/2023	R11
T5	PROCEDURES AND ARRANGEMENTS	Medium	Officially designated but the assessor did not observe any Fire Assembly Point signage in the car park.	If there is currently Fire Assembly Point signage provided, it is not conspicuous enough to be readily identified and it should be clearly observable from the front elevation and car park elevation of the Community Centre (where all emergency exit doors discharge or lead to). Any existing signage should therefore be relocated. If there is no Fire Assembly Point signage currently displayed, make arrangements for it to be provided in-line with the visibility recommendations above.		20/02/2023	
W1	RECORDS	Medium	It is not considered reasonably practicable by the assessor for the committee to carry out fire drills during ad-hoc events, as the period of hire is typically for a short duration and the disruption caused is likely to be such that the hirers will want a refund. As part of the contract of hire, a committee volunteer will carry out a pre-hire walk round with a responsible representative from the hiring body. The housekeeping policy, fire procedure and operation of the emergency exits is explained/demonstrated during this walk round. Normally, fire drills are carried out annually. It appears that no fire drills have been performed since the Community Centre returned to full operations after the Covid-19 lockdown.	Carryout and record the periodic fire drills as per the normal process as described.		20/02/2023	