REGULATORY REFORM (FIRE SAFETY) ORDER 2005 & FIRE SAFETY ACT 2021

FIRE RISK ASSESSMENT

Premises:	Hellifield Institute
Address of Premises:	1 Main Road, Hellifield, North Yorkshire, BD23 4JY
Date of Fire Risk Assessment:	4th February 2025

Responsible Person:	The Trustees of the Hellifield Institute. Ann Taylor – Chair of Trustees.
Accountable Person (Over 18m)	Not applicable.
Address of Premises:	Hellifield Institute, 1 Main Road, Hellifield, North Yorkshire, BD23 4JY
What Three Words Address:	nightcap.switch.camps
Person(s) consulted:	Ann Taylor – Chair Of Trustees. Michael Robinson – Treasurer.
Assessor:	Dale Smith MIFSM EngTech GIFireE IFE Life Safety Risk Assessor
Date of Fire Risk Assessment	7th January 2025
Date of Previous Fire Risk Assessment:	None supplied.
Suggested Date for Review[1]:	7th January 2026
Version	1.0

[1] This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

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

If the workplace is subject to an alterations notice or licensing regime it should be ensured that any changes proposed as a result of this fire risk assessment will not conflict with the other regime. In such cases the enforcing authority should be consulted before making any changes. Depending on the work proposed, other legislative approvals may also be required for example those required under relevant building regulations.

Illustrative examples in some sections of this report detail specific cases to illustrate a general deficiency, such examples are not an exhaustive list of all such deficiencies identified during the assessment.

This document serves as a record of a fire risk assessment as required by the:

Statutory Instrument 2005 No. 1541

The Regulatory Reform (Fire Safety) Order 2005

(1) From the time these regulations came into force on 1st October 2006 it is a requirement for all employers to:

(a) Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and

(b) In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

(2) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order. These need to be:-

(a) Suitable and sufficient;

(b) Consider any dangerous substance that is or is liable to be present in or on the premises;

(c) Reviewed when appropriate.

(d) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with the legislation.

(e) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information where he employs five or more employees.

(3) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

(4) Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.

(5) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that:

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and

(b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

(6) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(7) The responsible person must:

(a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;

(b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and

(c) ensure 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.

(8) Subject to paragraph (4), in order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that—

(a) (i) Information on emergency arrangements is available, including
(ii) details of relevant work hazards and hazard identification arrangements; and
(iii) specific hazards likely to arise at the time of an accident, incident or emergency;

(b) suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs;

(c) where necessary, before any explosion conditions are reached, visual or audible warnings are given and relevant persons withdrawn; and

(d) where the risk assessment indicates it is necessary, escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.

(9) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

(10) The responsible person must, appoint one or more competent persons to assist him in undertaking the preventive and protective measures.

(11) The responsible person must provide his employees with comprehensible and relevant information on—

(a) The risks to them identified by the risk assessment;
(b) the preventive and protective measures;
(c) the procedures and the measures referred to in (3) above;
(d) the identities of those persons nominated by him in accordance with (10) above;
(e) the risks notified to him in accordance with in 14c – (below).

(12) The responsible person must ensure that his employees are provided with adequate safety training—

(a) At the time when they are first employed;
(b) On their being exposed to new or increased risks;
(c) This training to be repeated periodically.

(13) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate and co-ordinate in respect of fire safety.

(14) Every employee must, while at work—

(a) Take reasonable care for the safety of himself and of other relevant persons who may be affected by his acts or omissions at work;

(b) as regards any duty or requirement imposed on his employer by or under any provision of this Order, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and

(c) inform his employer or any other employee with specific responsibility for the safety of his fellow employees—

(d) Of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety.

(15) It is an offence for any responsible person or any other person to—

(a) Fail to comply with any requirement or prohibition imposed (fire safety duties) where that failure places one or more relevant persons at risk of death or serious injury in case of fire;

(b) Pretend, with intent to deceive, to be an inspector;

(c) fail to comply with the prohibition imposed by article 40 (duty not to charge employees) ;

(d) fail to comply with any prohibition or restriction imposed by a prohibition notice.

(16) Procedures for serious or imminent danger.

Appropriate procedures must be implemented by the responsible person for dealing with imminent danger e.g.:

1. Fire drills
2. Nomination of sufficient numbers of competent persons to impose procedures for evacuation
3. Restrict dangerous area access to personnel having correct training.
4. Provision of information relating to imminent danger and protection against such hazards to employees.
5. Implement evacuation procedures for personnel exposed to imminent danger.

(17) Maintenance and Testing of Fire Fighting/Detection Equipment

There is a power for enforcing authorities to require the maintenance of fire safety facilities provided under the Fire Safety Order (2005), Building Regulations 2000 (as amended) and any other legislation (no longer in force) relating to general fire precautions. The responsible person must ensure that premises, equipment, facilities, devices etc. provided for fire safety are subjected to a system of suitable maintenance and are maintained in an efficient state, in efficient working order and in good repair. This may include:

1. Checking that all alarm systems and recording and reporting any failures. The person that does the maintenance must be competent. You may need to provide evidence that they are.
2. Make sure emergency lighting is functioning.
3. Ensure fire exit signs are correctly positioned.

Where an offence under this Order committed by a body corporate is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate, or any person purporting to act in any such capacity, he as well as the body corporate is guilty of that offence, and is liable to be proceeded against and punished accordingly.

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The Fire Safety Act 2021

(1) In England and Wales, the Fire Safety Act 2021 clarified the Regulatory Reform (Fire Safety) Order 2005 (FSO).

(2) SECTION 1 PREMISES TO WHICH THE FIRE SAFETY ORDER APPLIES

(1A) **where a building contains two or more sets of domestic premises**, the things to which this order applies include— (a) the building's structure and external walls and any

common parts; (b) all doors between the domestic premises and common parts (so far as not falling within sub-paragraph (a)). (1B) the reference to external walls includes— (a) doors or windows in those walls, and (b) anything attached to the exterior of those walls (including balconies). Accordingly, existing multi-occupied residential building that are subject to the FSO will need a fire risk assessment of the external walls if this has not already been undertaken. Additionally, because of the complexities of some external wall systems, the competence of those undertaking these assessments has specialist fire engineering requirements.

(3) An external wall risk assessment must therefore be completed by the Responsible Person, or their appointed competent person. It is anticipated that in most cases this will be completed as part of the general fire risk assessment for the building, with the fire risk assessor expected to make a clear recommendation, after an 'initial' assessment, for either no further action, because the threat of external fire spread is as low as can reasonably be expected, or that a more detailed survey must be carried out by a competent specialist.

(4) The expectation therefore is that where the external wall system has been identified as complex or if the make-up of the system is unknown, or likely to propagate fire spread, only competent specialists should complete a (PAS 9980) fire risk assessments of external wall systems (FRAEW). PAS 9980, is freely available, and recommends an explicit methodology for those buildings where a recommendation has been made to carry out a specialist FRAEW.

(5) It is not anticipated that assessors will default to recommending a PAS 9980 survey without undertaking reasonable steps to determine the risk posed by the EWS. Neither is it expected that caveats are automatically used within the report, to avoid risk assessing the external wall system.

The Building Safety Act 2022

Section 156 of the Building Safety Act 2022 (BSA) makes a number of amendments to the Regulatory Reform (Fire Safety) Order 2005 (FSO) to improve fire safety in all buildings regulated by the FSO and comes into force on the 1st October 2023.

From 1 October 2023, new legal duties will be imposed on RP in relation to fire safety to ensure all fire risk protection measures are adequate and recorded in full.

The provisions in section 156 strengthen the Regulatory Reform (Fire Safety) Order 2005 (FSO) by improving cooperation and coordination between duty holders, making it easier for enforcement authorities to take action against non-compliance, and ensuring residents have access to comprehensive information about fire safety in their building.

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FIRE RISK ASSESSMENT SUMMARY

	The premise is of traditional construction and is a community use building and with a pitched tile roof supported by timber rafters and has three final exits, two of which lead directly to the side of the premise and one further exit leading to the pavement on by Main Road. Portable appliances testing is undertaken inhouse and is within date. An appropriate schedule for retest has been put in place. The fixed electrical installations for the Yorke Room were last tested during October 2023 and are due for re-test during October 2028. A certificate for the main premises was not supplied, therefore records should be checked and if necessary, a test undertaken. The fire alarm appears to be a category M system although a commissioning certificate was not made available to confirm this. The premise would benefit from a fire alarm upgrade to a category L5 system, with would include automatic fire detection linked to the existing alarm site in the basement. The fire alarm is currently serviced bi-annually but not tested weekly. A fire alarm zone plan also indicating the location of gas and electric shut offs, should be positioned adjacent to the fire alarm panel. An audibility test should be undertaken due to the potential for loud background noise and appropriate measures put in place if necessary. The emergency lighting is not currently tested monthly and has not received an annual discharge test for the full three hours. This should be undertaken every twelve months in accordance with BS 5266. The gas central heating boiler annual servicing is out of date; therefore, annual servicing should be undertaken as soon as is reasonably practicable. The addition of a carbon monoxide detector in the Kitchen would also add an extra layer of safety. The Kitchen fire door and hatch require remedial repairs if possible, and if not, replacing with FD30s door sets. Two of the three final exits are installed with a push bar exit device, whilst the third exit has a single acting thumb turn device and metal latch. The metal latch can be removed, leaving the thumb turn device as an adequate security and egress solution. A fire safety induction should be introduced for new trustees and the lead members of groups hiring the premise. All trustees should undertake an annual fire evacuation drill, with the findings being recorded in the fire safety log book. Any long terms user groups of the premise should also undertake an evacuation drill annually. The information supplied prior to any groups hiring the premise includes details of the evacuation procedures. Records of the origin of fabrics, drapes and curtains should be obtained from previous trustees if possible, and if found not to be compliant with BS 5867 Part 2 Type B, they should be treated with an appropriate fire-retardant solution or spray. Controls for contractors working on site are reasonable. The nearest hydrant was found to be sited in the tarmac road directly outside of the premise, approximately 10m away from the building. The above is not an exhaustive list of the findings, which can be seen at the end of this of this assessment. The risk to life safety within this premise has been assessed as ‘Tolerable’. Acting on the Action Plan findings contained within this report should reduce the risk to ‘Trivial’.

GENERAL INFORMATION

1. The Premises

1.1	Number of Floors	3 – small basement, ground floor, small mezzanine.		
1.2	Number of Staircases	2		
1.3	Approximate Floor Area		390	m2 per floor
1.4	Approximate Floor Area		420	m2 gross
1.5	Approximate Floor Area		390	m2 on ground floor
1.6	Brief Details of Construction:			
	Roof: Pitched tile supported by timber truss and rafters.			
	Walls: Traditional stone masonry with some internal stud plasterboard and paint finish internal walls.			
	Floor: Timber and concrete.			
	External Walls: Traditional stone masonry with UPVC doors and windows.			
1.7	Approximate Date of Construction:	1864		
1.8	Use of Premises:	Community centre. Utilised by various community groups on a booking basis – groups include The Police, Local councillors, Polling Station, children's groups, community events and services.		
1.9	Occupancy:	Occupants reflect the general population and can be aged between 1 and 100. Some may have mobility issues or a disability.		

2. The Occupants

2.1	Approximate Maximum Number	80
2.2	Approximate number of employees at any one time	N/A
2.3	Maximum number of members of the public at any one time	70

3. Occupants at Special Risk

3.1	Sleeping Occupants:	None.
3.2	Disabled Occupants:	Approx 5.
3.3	Occupants in Remote Areas & lone workers:	None.
3.4	Young Persons:	None.

3.5	Others (e.g. shift workers, night cleaners)	None.

4. Fire Loss Experience

Date:	Brief Details, Cause & Action Taken (if any):
	4.1 No fires, false alarms or visits by the Local Authority Fire Service were reported at the time of the assessment.

5. Other Relevant Information

5.1 The risk assessment was conducted with Ann Taylor, the Chair of Trustees and Michael Robinson, the Treasurer who provided information at the time of the assessment.

5.2 No structural survey has been carried out as part of this Fire Risk Assessment and fire compartmentation was based on visual inspection of readily accessible areas only.

5.3 The premise could be occupied between the hours of 09:00 – 23:59:00hrs Monday to Sunday.

5.4 The scope of this Fire Safety Risk Assessment covers the ground floor entrance, York room, storage/cleaners cupboards, small mezzanine, toilets, kitchen, main hall and basement.

5.5 The numbers quoted in this report for the purpose of occupancy are an estimated value. The client has informed us that the numbers change daily, but should rarely exceed 70 members of the public.

5.6 This fire safety risk assessment has been undertaken for life safety only and not for property protection purposes.

5.7 This risk assessment should be reviewed by a competent person within 12 months' time or upon a significant change in the use or layout of the premise.

6. Relevant Fire Safety Legislation

6.1	The following fire safety legislation applies to these premises:	**Regulatory Reform (Fire Safety) Order 2005**
6.2	Other relevant fire safety legislation: 6.2 Not applicable.	
6.3	The above legislation is enforced by: 6.3 North Yorkshire Fire & Rescue Service.	
6.4	Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010): 6.4 None.	
6.5	The legislation to which 6.2 makes reference is enforced by: 6.5 Not applicable.	
6.6	Any recent visits from the fire officer (or local fire authority)? 6.6 None reported at the time of the assessment.	
6.7	Any corrective actions requested by the fire authority? 6.7 Not applicable.	
6.8	Is there an alterations notice in force? 6.8 Not applicable.	
6.9	Comments: **The assessment has been carried out in line with the guidance documents issued by HM Government in July 2006 namely Fire Safety Risk Assessment :-** • **Small and Medium Places of Assembly.**	
6.10	Other relevant legislation to Fire Safety: • Fire Safety (Employee's Capabilities) (England) Regulations 2010; • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – the reporting of dangerous occurrences that relate to site fires and/ or explosions.	

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. Electrical Sources of Ignition

		Y	N
7.1	Reasonable measures taken to prevent fires of electrical origin?	✓	
7.2	Specifically		
	• Fixed installation periodically inspected and tested?	✓	
	• Portable appliance testing carried out?	✓	
	• Suitable policy regarding the use of personal electrical appliances?		✓
	• Suitable limitation of trailing leads and adapters?	✓	
	• Protective devices such as RCD's and thermostats are prevalent	✓	
7.3	Comments and Hazards observed: 7.2a The fixed electrical installations for the Yorke Room were last tested during October 2023 and are due for re-test during October 2028. A certificate for the main premises was not supplied, therefore records should be checked and if necessary, a test undertaken. Given that electrical faults are a common cause of fire, arrangements should be made at the earliest opportunity for the fixed electrical systems within the building to be inspected by an NICEIC approved contractor in accordance with IEE Wiring Regulations BS7671. The contractor should subsequently issue a certificate of conformity as evidence that the system conforms to the British Standard. It is advised that a copy of the certificate is kept in the building maintenance/fire safety file. 7.2b Portable appliance testing has been undertaken by Michael Robinson, the Treasurer and Chartered Electrical Engineer, during May and August of 2024. Re-tests are scheduled either yearly or two yearly in accordance with the HSE guidelines. 7.2c A policy regarding the use of electrical equipment brought into the premise needs to be documented and communicated with all user groups. The policy would typically outline the guidelines for persons bringing and using their own electrical devices (like phones, laptops, chargers, musical equipment) within the premise. 7.2d Trailing electrical leads appeared to be generally well managed at the time of the assessment. 7.2e A thermostat controls the gas central heating boiler.		

8. Smoking

			N/A	Y	N
8.1	Reasonable measures taken to prevent fires as a result of smoking?			✓	
8.2		More Specifically:			

	• Smoking prohibited within the building?		✓	
	• Smoking prohibited in specific areas?		✓	
	• Suitable arrangements for those who wish to smoke?		✓	
	• Absence of any breaches of policy?		✓	
	• No smoking signs displayed at the main entrances to internal areas (inc. staircases)?			✓
8.3	Comments and Hazards observed: 8.2a Smoking is strictly prohibited everywhere on the whole site. This conforms to The Smoke-free (Premises and Enforcement) Regulations 2006 as ammended. 8.2b Smoking is permitted in the external pedestrian areas away from the premise. 8.2b Signage to indicate that smoking is not permitted has not been provided accordance with the duties imposed by virtue of section 6(1) of the Health Act 2006. A 'No Smoking/Vaping' sign should be sited in the main entrance.			

9. Arson

		Y	N
9.1	Does basic security against arson by outsiders appear reasonable[2]?	✓	
9.2	Specifically:		
	• Is there an absence of unnecessary fire load in close proximity to the building?		✓
9.3	Comments and Hazards observed: 9.1a The final exit doors are secure from the outside, preventing unauthorised access. 9.1b No incidents of arson have been reported in the local area recently. 9.2 External fire loading was noted at the time of the assessment in the form of waste bins that were being stored within close proximity to the premise. Any externally stored refuse should be sited at least 6-10m from the premise and, if possible, kept locked shut when not in use to reduce the risk of arson.		

10. Portable Heaters and Heating Installations

		N/A	Y	N
10.1	Is the use of portable heaters avoided as far as possible?		✓	
10.2	If portable heaters are used,	✓		

[2] Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

	• Is the use of the more hazardous types (i.e. radiant bar fires or LPG appliances) avoided?	✓		
	• Are suitable measures taken to minimise the hazard of ignition of combustible materials?	✓		
10.3	Are fixed heating installations subject to regular maintenance?			✓
10.4	Comments and Hazards observed: 10.1 Portable heaters were not found to be in use at the time of the assessment. 10.3a The gas central heating boiler was last serviced on the 26th January 2024. The system should be maintained regularly by a competent person in accordance with the relevant code of practice or manufacturer's instructions. In this case annual servicing should be undertaken by a Gas Safe engineer. 10.3b There is currently no carbon monoxide detector provided. It is recommended that a carbon monoxide detector is sited in the Kitchen. Place the detector near the ceiling, at least 150 mm from the ceiling and at least 300 mm from any walls or light fittings. Alarms should be fitted between 1m–3m from all potential sources of Carbon Monoxide and tested regularly.			

11. Cooking

		N/A	Y	N
11.1	Reasonable measures taken to prevent fires as a result of cooking or through the use of a microwave?		✓	
11.2	Specifically			
	• Filters changed and ductwork cleaned regularly?	✓		
	• Suitable extinguishing appliances available?		✓	
11.3	Comments and Hazards observed: 11.1 Only domestic cooking appliances are available which include a microwave, electric hob, grill and oven, a toaster, coffee machine and a kettle. It was stated that the cooking facilities are used rarely for primarily food warming purposes. 11.2a A commercial extraction system is not installed. The window penetrating extraction fans are cleaned weekly by the in-house cleaning team. 11.2b A fire blanket and CO2 extinguisher are in close proximity to the domestic cooking appliances.			

12. Lightning

		N/A	Y	N
12.1	Does the building have a lightning protection system?	✓		
12.2	Comments and Hazards observed: 12.2 A lightning protection system is not installed.			

13. Other Significant Ignition Sources including Flammable Liquids and Gases and Special Risk Areas

		Y	N
13.1	Are stocks of flammable liquids for use in the process kept in the workplace? If so, can you: Reduce the volume of flammable liquids that are kept in the workplace?	✓ ✓	
13.2	Are flammable liquids kept in the workplace for use by the cleaners or maintenance staff? If so, can you: • Replace a flammable liquid or solvent with a non-flammable alternative?	✓	 ✓
13.3	Are containers of flammable liquids left open, without their tops on? If so, can you: • Ensure that all containers are kept closed when not in use?		✓ N/A
13.4	Are there quantities of flammable liquids kept for any other purposes? If so, what are they?		✓
13.5	Are stocks of flammable liquids stored in purpose made storage bins or cabinets and kept locked shut when not in use?		N/A
13.6	Are flammable liquids, oxidising agents and acids stored separately?		N/A
13.7	Are only sufficient amount of flammable liquids removed from the store for daily use and returned to the store at the end of the day?	✓	
13.8	Are cylinders of flammable gases or other gases, such as air or oxygen, used or stored in the premises? If so, can you: • Reduce the number of cylinders of flammable and non-flammable gases that are kept in the workplace?		✓ N/A
13.9	Are compressed gas cylinders secured in the upright position?		N/A
13.10	Are boiler rooms kept clear of storage, especially flammable liquids?	✓	
13.11	Are oil storage areas and bunds kept clear at all times and bunds kept free of rain water if external?		N/A
13.12	Are all hatches and doors to risk areas kept closed when not in use i.e. boiler rooms, kitchens?		✓

13.13	Comments and Hazards observed: 13.1 One small tin of flammable paint was identified and removed from the premise at the time of the assessment. 13.2 Small quantities of cleaning materials are stored in the Yorke Room cleaning cupboard. 13.12a The double door hatch from the Kitchen to the Main Hall is not adequately fire resisting. In order to maintain the level of fire resistance it is required that either the timber panel hatch doors are upgraded to FD30s or an appropriately fire rated shutter is installed. Once installed either the FD30s fire door hatch panels or roller shutter should be kept closed when not in direct use. Fire shutters should comply with BS EN 1634-1:2014+A1:2018 or fire door hatch panels are to comply with BS EN 1634-1 13.12b The kitchen barn door is fitted with intumescent seals to the door frame and a significant gap is present between the two halves of the door leaf. It is strongly recommended that the intumescent strip is upgrade to a dual cold smoke seal and intumescent strip to the door frame and a suitable threshold seal is installed to the upper half of the barn door. It is also recommended that a trained carpenter or joiner undertake the work and whilst this is recognised as not being a recognised method of repair, the costs of replacing the door set significantly out weigh the hazard posed. The fire door to the kitchen must be kept closed at all material times except when in direct use.

14. Housekeeping

		N/A	Y	N
14.1	Is the standard of housekeeping adequate?		✓	
14.2	Specifically			
	• Combustible materials appear to be separated from ignition sources?			✓
	• Avoidance of unnecessary accumulation of combustible materials or waste?		✓	
	• Appropriate storage of hazardous materials?	✓		
	• Avoidance of inappropriate storage of combustible materials?		✓	
14.3	Comments and Hazards observed: 14.1 The general standard of housekeeping throughout the premise was deemed to be good at the time of the assessment. 14.2a Furniture and materials are stored on the small mezzanine floor and Yorke Room storage cupboard. This is deemed acceptable and is normal for a premise of this size and type. 14.2b Combustible materials were found to have accumulated on top of and in close proximity to the Cleaners Cupboard electrical distribution board. A clear area of no less than 0.5m should be maintained around electrical distribution boards so as to minimise any potential risk of fire spread.			

15. Hazards Introduced by Outside Building Contractors and Building Works

		N/A	Y	N
15.1	Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits?			✓
	Suitable guidance is contained in the following publications: • Standard Fire Precautions for Contractors Engaged on Crown Works; Department of Environment, HMSO • Fire Prevention on Construction Sites; Fire Protection Association • Fire Safety in Construction; HSE			
15.2	Are fire safety conditions imposed on outside contractors?		✓	
15.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?			✓
15.4	Are contractors and maintenance workers aware of the dangers posed by fire? Determine by reviewing existing control measures from client.			✓
15.5	Comments and Hazards Observed: 15.1-4 Contractors would quickly become familiar with the layout of the means of escape. Details of the action to take in the event of a fire are communicated via fire action notices. Only competent contractors should be employed by the Trustees and checks should be undertaken as to any company/contractors' qualifications, skills, experience and membership of third-party accreditation bodies. In the unlikely event of any hot works being undertaken, appropriate hot work permits, detailing specific procedures, should be put in place. Appropriate risk assessment method statements (RAMS) should be requested from contractors prior to any work commencing.			

16. Dangerous Substances

		N/A	Y	N
16.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	✓		
16.2	If 16.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	✓		
16.3	Comments and Hazards Observed: 16.1 Other than small quantities of cleaning materials, no dangerous substances were found to be present on site. 16.2 A DSEAR risk assessment is not required.			

Please note that this is not a DSEAR risk assessment. This section is only in respect to general fire precautions (and not processes).

17. Other Significant Fire Hazards that Warrant Consideration including process hazards that impact on general fire precautions

17.1	Comments and Hazards Observed (Process risks; machinery maintenance, fabrics and furnishing etc): 17.1 Any existing curtains, drapes and fabrics should be checked to determine they are effectively fire retardant in accordance with BS 5867 Part 2 Type B. If not, they should be treated with a fire-retardant solution. A wide variety of treatments are available to make fabrics more fire retardant. It is not possible to list these in detail. Specific instructions may be obtained from the manufacturer of a particular treatment solution.
17.2	Comments and Hazards Observed (Are solar panels installed? Isolation switch location; number of panels): 17.2 Solar panels are not currently installed.

18. Structural Features

		Y	N	n/a
18.1	Are stocks of raw materials and finished goods separated from the workplace by a fire-resistant structure? If no: • Can they be separated by a fire-resistant structure?			✓ ✓
18.2	Are there any structural features that could promote the spread of fire?		✓	
18.3	If there are, can they be removed, replaced or reduced?			✓
18.4	Are all holes in compartment walls, ceilings and floors around services such as pipes and cables fire stopped? If no: • Can they be fire stopped to the same standard as the fire resistance of the element of construction in which they are situated	✓	✓	
18.5	Have dampers been installed in ductwork when it passes through compartment walls, floors and ceilings? If no: • Can dampers be installed in line with compartment wall?			✓ ✓
18.6	Are holes in the floors and ceilings of vertical service ducts or cupboards fire stopped? If no: • Can they be fire stopped to the same standard as the fire resistance of the element of construction in which they are situated?	✓	✓	
18.7	Are all openings in compartment boundaries protected in case of fire? If no: • Can automatically operated fire-resistant doors or shutters to protect openings in compartment walls be fitted?	✓	✓	

18.8	Is there any certification or evidence for fire doors confirming its fire rating and that it will perform to a prescribed standard in a fire test?		✓	
18.9	Are there extensive voids or panelling that if undivided may lead to a fire spreading?		✓	
18.10	Are there voids behind panelling or other features that could lead to a fire spreading to the floor above? If yes: • Can they be fire stopped?		✓	 ✓
18.11	Are corridors in excess of 30 metres long, provided with at least one set of fire doors to subdivide the corridor?			✓

Comments and Hazards Observed:

18.4 A narrow horizontal breach was noted between the Basement Ceiling and the ground floor Main Hall. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 / BS EN 1634-1 unless otherwise stated. Have breeches filled with fire stopping materials and systems that conform to BS 476 / BS EN 1634-1 and the ASFP colour book guides.

18.6 A small breach was noted in the fire resisting construction in the ceiling of the Cleaners Cupboard above the electrical distribution board. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 / BS EN 1634-1 unless otherwise stated. Have breeches filled with fire stopping materials and systems that conform to BS 476 / BS EN 1634-1 and the ASFP colour book guides.

18.7 See comments for 13.12a & b.

FIRE PROTECTION MEASURES

19. Means of Escape from Fire: Horizontal Evacuation

		Y	N	N/A
19.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	✓		
19.2	Specifically:			
	• Adequate design of escape routes?	✓		
	• Adequate provision of exits?	✓		
	• Exits easily and immediately openable where necessary?		✓	
	• Final exits open in the direction of escape where necessary?	✓		
	• Avoidance of sliding or revolving doors as fire exits where necessary?	✓		
	• Satisfactory means for securing exits?	✓		
	• Reasonable travel distances?	✓		
	a. Where there is a single direction of travel?	✓		
	b. Where there are alternative means of escape?	✓		
	• Suitable protection of escape routes?		✓	
	• Suitable fire precautions for all inner rooms?			✓
	• Escape routes unobstructed?	✓		
	• Dead-end conditions satisfactory? Are they separated off from the remainder of the premises by fire resisting doors and walls?			✓
	• Number and width of exits are suitable and sufficient?	✓		
	• Escape routes adequately signed?	✓		
	• Suitable notices detailing the action to be taken in the event of a fire?	✓		
19.3	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?		✓	
	If yes:			
	• Is the number of trained staff adequate to ensure safe evacuation?		✓	
	• Are the escape routes suitable for the people who have to use them?		✓	
	• Is there a PEEP in place?		✓	

19.4	Do people sleep in the workplace? If yes, can you ensure that: • There is an early warning of fire? • That sleeping areas have been evacuated?		✓	 ✓ ✓
19.5	Do any staff work in areas where there is a high risk of a fire occurring? If yes, have they been trained: • Appropriately for the hazards • In the action to take in the event of a fire		✓	 ✓ ✓
19.6	Do people work in remote areas of the premises? If yes: • Are people aware of the dangers posed by fire and have adequate arrangements been made for their safe evacuation		✓	 ✓
19.7	Do all emergency exit doors to rooms capable of holding more than 60 persons open in the direction of egress?	✓		
19.8	Comments and Hazards observed: 19.1 The number, distribution and width of final exits doors is suitable and sufficient for the numbers of persons likely to be onsite. 19.2a The alternative final exit from the Main Hall is fitted with a single acting thumb turn device and metal latching mechanism. In order to be able to evacuate the premise effectively, the metal latching mechanism should be removed. 19.2b A single direction travel distance of approximately 11m is present from the Mezzanine storage floor. The Mezzanine is only used by Trustees for Storage/Retrieval purposes. 19.3 No evidence of Generic Emergency Evacuation Plans (GEEPs) were supplied at the time of the assessment. Trustees should document Generic Emergency Evacuation Plans (GEEPs), and if necessary, put in place measures, for the evacuation of persons with disabilities (visitors/trustees) who are likely to be on site. Persons with impairments and special needs can include, mobility and sensory impaired personnel, young persons, the elderly, heavily pregnant women, personnel working outside of normal working hours and non-English speaking people (this is not an exhaustive list). Further information can be obtained in the following fire safety 'Code of Practice': · • Fire Risk Assessment: Means of Escape for Disabled People), ISBN-13: 978 1 85112 873 7 published by the Department for Communities and Local Government (DCLG). 19.4 Sleeping does not take place at the premise. 19.5 Whilst a Kitchen is present, it is used infrequently. 19.6 A lone working policy should be documented if not already done so. Should any person be alone in the premise, Trustees should put in place a policy for anyone attending the premise alone or working in remote areas in accordance with the HSE's 'Working Alone: Health & Safety Guidance on Working Alone'. 19.7 All three final exits open in the direction of escape.			

20. Means of Escape from Fire: Vertical Evacuation

		Y	N
20.1	Is it considered that the building is provided with reasonable means of escape in case of fire (vertical evacuation)?	✓	
20.2	• Number of stairs sufficient for occupancy?	✓	
	• Width of stairs Satisfactory?	✓	
	• Stair protection in terms of fire resisting doors and partitions?		✓
	• Places of safety from final exits	✓	
	• Are all escape routes, especially stairs, steps and external routes non-slip and free of trip hazards?		✓
	• Do all emergency exit doors to rooms capable of holding more than 60 persons open in the direction of egress?	✓	
20.3	Comments and Deficiencies observed: 20.1a One accommodation stair connects the Yorke Room with the Mezzanine and can be used by small numbers of Trustees. 20.1b One stair connects the Basement and alternative final exit corridor from the Main Hall. This is suitable for use by small numbers of Trustees. 20.2a See comments for 18.4 20.2b The assembly point is sited in Aherne's Car Park adjacent to the Institute. 20.2c Steps and raised thresholds are present on the means of escape routes and should be taken into account when evacuating persons from the premise.		

21. Measures to Limit Fire Spread and Development

		N/A	Y	N
21.1	It is considered that there is:			
21.2	• Compartmentation of a reasonable standard[3]?			✓
	• Reasonable limitation of linings that may promote fire spread		✓	
	• As far as can be reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion product in the early stages of fire.	✓		

[3] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

21.3	Comments and Deficiencies observed: 21.2a See comments for 13.12a & b, 18.4 and 18.6 21.2b Walls and ceilings in most of the premise are covered in materials that are not likely to contribute to fire or are of limited combustibility, however, timber panelling is sited in the Main Hall. Wall linings in assembly halls should have a minimum fire rating requirement of at least European Class B – s3 – d2. As such, and if not already done so, they should be treated with EnviroGraf fire prevention products or other similar solutions which comply with BS 476: Part 22 1987 / BS EN 1634-1. The solution or product should be applied in accordance with the manufacturer's instructions and the process repeated as specified by the supplier. 21.2c Fire dampers are not installed.

22. Emergency Escape Lighting

		Y	N	N/A
22.1	Are the premises used mainly during the daylight hours?	✓		
22.2	Are areas of the premises with no natural light (or borrowed light) provided with escape lighting? See comments below	✓		
22.3	Is there sufficient illumination at changes in level?	✓		
22.4	Is there sufficient illumination at changes in direction?	✓		
22.5	Is there sufficient illumination to show fire alarm call points and firefighting equipment?	✓		
22.6	Is a reasonable standard of escape lighting system provided[4]?	✓		
22.7	Is the emergency lighting system given a user test on a monthly basis?		✓	
22.8	Does the emergency lighting system receive maintenance at least annually?		✓	
22.9	Describe the escape lighting: (e.g. non-maintained, 1 hour/3-hour duration, hand held torches): 22.9 The emergency lighting consists of 3hr non-maintained lighting bulk heads and illuminated signage and appears to have been designed generally in accordance with BS 5266.			

[4] Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

22.10	Comments and Deficiencies observed: 22.7 At the time of assessment, information was not available to indicate that the Emergency Lighting system receives a function test once a month for a short period to check that luminaires operating efficiently. This check is completed by deactivating the mains power of the lighting circuit, then visually checking the operation of emergency lighting units to ensure they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored. It is recommended that a programme of monthly routine checks should be undertaken in accordance with BS5266-8 and recorded in the Fire Log Book. 22.8 The last annual discharge test for the emergency lighting was undertaken on the 8th January 2024. To ensure that an efficient secondary lighting system is available so that occupants can escape in the event of power failure, it is recommended that regular maintenance be completed by a competent person in accordance with BS 5266 part 8. Results of the maintenance schemes should be recorded in the fire logbook.	

Guidance Note for Fire Risk Assessors:

- Be careful how you interpret 'borrowed lighting', particularly how you permit borrowed light to assist the illumination of means of escape due to the new practice of both councils and private owners limited the house that street and external premise lighting is switched on.

23. Fire Safety Signs and Notices

		Y	N	N/A
23.1	Reasonable standard of fire safety signs and notices?		✓	
23.2	Are there sufficient fire exit signs on the escape routes?	✓		
23.3	Are all internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?		✓	
23.4	Are all internal fire resisting doors to cupboards indicated with "Fire Door- Keep Locked Shut" signs?			✓
23.5	Where necessary are fire exit doors marked with "Fire Exit – Keep Clear" notices?		✓	
23.6	Are general fire action notices displayed stating what to do in the event of a fire situation?	✓		
23.7	Is fire-fighting equipment indicated?	✓		
23.8	Are there signs indicating how to use door opening mechanisms e.g. "Push Bar to Open"?		✓	

23.9	Comments and Deficiencies observed: 23.3 The Kitchen barn type fire door is missing 'Fire Door – Keep Shut' signs. All fire doors other than entrances to the premise should be clearly marked "Fire Door Keep Shut" to both faces. All signs should conform to BS 5499 Pt1 and the Health and Safety (Safety Signs and Signals) Regulations 1996 or equivalent European Standard. 23.5 'Fire Exit – Keep Clear' are not installed. 'Fire Exit – Keep Clear' signs should be affixed to the external side of all final exit doors from the Main Hall and Yorke Room. 23.8 Doors fitted with a push bar type fastenings should be provided with the appropriate graphical sign and optionally a notice bearing the words 'PUSH BAR TO OPEN' in block lettering at least 50 mm high. The signage should comply with the current British Standard BS 5499 and BS EN ISO 7010. The pictogram and optional lettering should normally be white on a green background and positioned immediately above the panic bar or on the operating bar if there is sufficient flat surface to accommodate the signs.	

24. Means of Giving Warning in Case of Fire

		Y	N	N/A
24.1	Reasonable fire warning fire alarm system provided[5]?		✓	
24.2	Automatic fire detection provided?		✓	
	• Throughout the building?		✓	
	• Part of Building?		✓	
	• Extent of automatic fire detection generally appropriate for the occupancy & fire risk?		✓	
24.3	Remote transmission of alarm signals?			✓
24.4	Is the alarm device available at each point of exit from the building?	✓		
24.5	Does the premise have any sound proofed areas (e.g. recording studios, laboratories) or is there an area of loud background noise? If so • Are special arrangements made for raising the alarm? • Are there visual warnings in place?	✓	 ✓ ✓	
24.6	In the case of an electric fire alarm, is it activated weekly from a different call point or zone? If so: • Is the activation day & time the same each week • Are test dates recorded in a fire precautions logbook?		✓ ✓ ✓	
24.7	Are all the break glass call points numbered and cross-referenced back to the Fire Precautions Logbook?		✓	

5 Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

24.8	Is the electric fire alarm system being electrically inspected at least every 6 months? If so: • Are the inspections being recorded in the fire precautions logbook?	✓ ✓		
24.9	Is the alarm signal distinctive?	✓		
24.10	Describe the type of system: (e.g. break-glass system, automatic fire detection system, location of fire alarm panel): 24.10 The fire alarm currently comprises of a BS 5839 – 1 category M system with break glass manual call points sited at final exits.			
24.11	Comments and Deficiencies observed: 24.1-2 A fire in the basement could go unnoticed for a significant period of time and as such should have an automatic smoke detector installed. The current category M fire alarm should be upgraded to a category L5, with automatic smoke detection extended to cover the basement in accordance with BS 5839 – 1. 24.5 Loud background noise was reported during some events and when music is performed within the Main Hall. The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. In areas with high background noise, a sound pressure test should be undertaken and if necessary, the audible warning should be supplemented, e.g. with visual alarms or a PA system fire alarm interface. In areas of high ambient noise sound levels the fire alarm sound levels should be 5dB(A) above the normal noise level although not exceeding 120dB(A). 24.6 There is one recorded weekly fire alarm test recorded in the fire safety log book. Fire alarm tests should be completed weekly in accordance with BS 5839. In this case, the manual call points should be numbered and a different call point checked every week to ensure the system is fully operational. The findings should be recorded in the fire safety log book. 24.8 The last fire alarm bi-annual servicing was undertaken on the 28th January 2025 by Keybury Fire & Security.			
24.12	'Which evacuation strategy is employed in the premises?' as indicated in clause 12 of BS.9999? 24.12 A simultaneous evacuation strategy is in place.			

25. Manual Fire Extinguishing Appliances

		Y	N	N/A
25.1	Is there sufficient general purpose firefighting equipment provided for the area/room/floors? (i.e. is one provided for every 200m^2 of floor space)	✓		
25.2	Is it possible to reach a portable fire extinguisher within 30 metres from any point within the building?	✓		
25.3	Is the general-purpose firefighting equipment appropriate for the risks?	✓		

25.4	Is the firefighting equipment simple to use?	✓		
25.5	Has a competent person checked the fire extinguishers within the last 12 months?	✓		
25.6	Is the general-purpose firefighting equipment located on the escape routes and near to exit doors?	✓		
25.7	Are they securely hung on wall brackets or suitable floor plates?	✓		
25.8	Hose reels provided?		✓	
25.9	Have the hose reels been inspected within the last 12 months?			✓
25.10	Are all portable fire extinguishers, hose reels and fire blankets readily accessible and unobstructed?	✓		
25.11	Are special extinguishers or equipment provided for higher risk areas and special risks?			✓
25.12	Comments and Deficiencies observed (including maintenance records): 25.1 There is a suitable and sufficient complement of portable fire fighting equipment sited within the premise. 25.5 The portable firefighting equipment was last serviced during March 2024 by Keybury Fire & Security.			

26. Relevant[6] Automatic Fire Extinguishing Systems

26.1	Type of system: 26.1 None installed.
26.2	Comments (including details of scope of coverage and maintenance details): 26.2 No comments.

27. Other Relevant[7] Fixed Systems & Installations

27.1	Type of system (e.g. wet or dry riser): 27.1 None installed.
27.2	Comments (including details of scope of coverage and maintenance details): 27.2 No comments.

[6] Relevant to life safety and this risk assessment (as opposed purely to property protection)

[7] Relevant to life safety and this risk assessment (as opposed purely to property protection)

27.3	Suitable provision of fire-fighters switch (es) for high voltage luminous tube signs, etc. 27.3 None installed.

MANAGEMENT OF FIRE SAFETY

28. Procedures and Arrangements

28.1	Person with responsibility with fire safety on the premises[8]: 28.1 Ann Taylor is the Chair of the Trustees.		
		Y	**N**
28.2	Competent person(s) available to assist in implementation of fire safety legislation:	✓	
	Comments: 28.2 Competent contractors have been tasked with maintaining and installing, where necessary, the general fire precautions required within the premise. Due diligence is shown by ensuring the contractors have the necessary skills, experience, knowledge and qualifications to undertake any works. It is recommended that third party accredited contractors are used.		
		Y	**N**
28.3	Is there a suitable record of the fire safety arrangements?	✓	
28.4	Appropriate fire procedures in place? (including arrangements for summoning fire and rescue services)	✓	
	Comments: 28.3 A fire safety log book and monthly health and safety pro forma has been made available for completion. Fire log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc. could result in increased risk due to failure of the fire precautionary arrangements in an emergency. Please note that when the Fire and Rescue Service carry out an inspection, they will expect all the information regarding potential fire hazards, staff and building protection, staff competence, fire warning systems, hazard warning systems to be recorded and kept on site and in the same location, to show the necessary due diligence by Management of the premises. 28.4 A simultaneous evacuation procedure has been documented and made available to Trustee's.		
		n/a	**Y**	**N**
28.5	In multi-occupancy buildings; is there evidence available regarding the co-operation & co-ordination of all tenants to ensure that fire precautions and protective measures are effective throughout the building?	✓		

8 This is not intended to represent a legal interpretation of responsibility, but reflects the managerial arrangement in place at the time of this risk assessment.

	Comments: For example do all tenants possess up-to-date fire risk assessments? 28.5a Each leader of the group hiring the premise is made aware of the evacuation procedures and maximum number of persons allowed in the premise. 28.5b It is recommended that a copy of this fire safety risk assessment should be made available on a notice board, to all hirers and users of the premise.

		n/a	Y	N
28.6	Persons nominated and trained to use fire-extinguishing appliances?			✓
	Comments: 28.6 No evidence of fire warden training having being undertaken by Trustee's was made available at the time of the assessment. It is recommended that all trustees appointed to use firefighting equipment have been given the necessary practical training. Record the details of the training in the fire safety log book.			

		n/a	Y	N
28.7	Are there suitable arrangements for ensuring that the premises have been evacuated?		✓	
	Are there also adequate procedures for evacuation of any disabled people who are likely to be present?			✓
	Comments: 28.7a Each group hiring the premise has a responsibility to ensure that the premise has been evacuated and any disabled persons have adequate personal emergency evacuation plans (PEEPs) in place. This should be communicated via the hirer's information pack, supplied to groups prior to using the premise. 28.7b See comments for 19.3			

		n/a	Y	N
28.8	Are there suitable arrangements for summoning the fire and rescue services?		✓	
	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?		✓	
	Comments: 28.8 Each group hiring the premise should have a designated lead whose responsibility it is to summon the fire service and meet them in the event of an emergency.			

		n/a	Y	N
28.9	Routine in-house inspections of fire precautions?			✓
	Comments: 28.9 To ensure all provisions on site operate efficiently, it is recommended that a management system of regularly checking all fire safety features should be implemented. Records of results of all checks should be maintained in the Fire Log book and kept on site. Checks should involve: • Weekly Fire Alarm Tests, in accordance with BS 5839-1; • Periodic Fire Alarm Maintenance, in accordance with BS 5839-1; • Monthly Emergency Lighting Checks, in accordance with BS 5266-8; • Periodic Emergency Lighting Maintenance, in accordance with BS 5266-8; • Where provided, Periodic Servicing of Portable Fire Extinguishers in accordance with BS 5306-3; • Provision of Fire-fighting Equipment BS 5306-8 • Weekly checks of the means of escape and six-monthly checks of fire doors. • Availability of Primary Lighting; • Periodic Fixed Electrical Wiring Tests and Inspections, in accordance with BS 7671; • Where provided, PAT Tests, in accordance with HSE Guidance; • Availability of Fire Emergency Procedures and Instructions (Wall Signs/ Notices); • Maintenance of Good Housekeeping Activities.			

29. Training and Drills

		n/a	Y	N
29.1	Are all staff given fire safety instruction and training on induction?			✓
	Comments: 29.1a Fire safety inductions are not currently carried out. New trustees and group leaders hiring the premise should be given a premise induction to include the location of the general fire precautions in place and means of escape. 29.1b A basic brief is given prior to audiences prior to any performances held onsite.			

		n/a	Y	N
29.2	Are all staff given adequate periodic 'refresher training at suitable intervals?			✓
	Comments: 29.2 Periodic fire safety refresher training is not required for voluntary trustees. However, it is recommended that they take part in an annual evacuation drill so that they are familiar with the evacuation procedures and roles they have to fulfil.			

		n/a	Y	N
29.3	Are all staff with special responsibilities (i.e. fire wardens) given additional training?			✓

	Comments: 29.3 See comments for 28.6			
		n/a	**Y**	**N**
29.4	Are fire drills carried out at appropriate intervals?			✓
	Comments: 29.4a The last fire evacuation drill was thought to have been undertaken during October 2024, although a record of this was not provided at the time of the assessment. It should be recognised that not all user groups and trustees will have taken part in this drill. As such, it is recommended that the trustees undertake a drill at least once per year and record the findings. 29.4b Hiring groups using the premise on a long-term basis should be encouraged to undertake an annual fire evacuation drill and record the findings.			

		n/a	**Y**	**N**
29.5	Does all staff training provide information, instruction or training on the following;			
	Fire risks in the premises?			✓
	The general fire precautions in the building?			✓
	Action in the event of fire?			✓
	Action on hearing the fire alarm signal?			✓
	Method of operation of manual call points?			✓
	Location & use of fire extinguishers?			✓
	Meaning of fire safety signs?			✓
	Means for summoning the fire and rescue service?			✓
	Identity of persons nominated to assist with evacuation?			✓
	Identity of persons nominated to use fire extinguishing equipment?			✓
	Comments: 29.5 Any Trustees given a fire marshal role should be trained in the subjects as outlined in section 29.5 as a minimum. Records of any training supplied to Trustees should be recorded in the fire safety log book.			

		NK[9]	**Y**	**N**
29.6	When a subcontractor works in the premises:			
	Is the subcontractor given appropriate information (e.g. on fire risks & fire safety measures)?	✓		

9 Information was not known at the time of audit

	Is it ensured that the subcontractor on site is provided with adequate instructions and information?	✓		
	Is information from the Property Manager available regarding the safety protocols in place (in relation to fire risks) for all sub-contractors who may be on site?	✓		
	Comments: 29.6 See comments for 15.1-4			

30. Testing and Maintenance

Refers to: Building X Floor Common Parts Other
(***X*** *indicates the appropriate section*)

		n/a	Y	N
30.1	Is the workplace adequately maintained?		✓	
	Comments and deficiencies observed: 30.1 The workplace is adequately maintained, with minor exceptions, see comments for 14.2b			

		n/a	Y	N
30.2	Is the fire alarm system tested weekly and maintained six-monthly and/or annually?		✓	
	Comments and deficiencies observed: 30.2 See comments for 24.6 and 24.8			

		n/a	Y	N
30.3	Is the emergency lighting system tested monthly and maintained at least annually?			✓
	Comments and deficiencies observed: 30.3 See comments for 22.7 and 22.8			

		n/a	Y	N
30.4	Are the fire extinguishers maintained annually by a competent person?		✓	
	Comments and deficiencies observed: 30.4 See comments for 25.5			

		n/a	Y	N
30.5	Are rising mains inspected at six monthly and annual intervals?	✓		
30.6	Are fire resisting doors, walls and partitions adequately maintained?			✓

30.7	Are escape routes and exit doors adequately maintained?			✓
30.8	Are fire-fighting lifts tested weekly & monthly, inspected six-monthly & annually?	✓		
30.9	Are sprinkler installations tested weekly & inspected periodically?	✓		
30.10	Is the lightning protection system inspected & tested annually?	✓		
30.11	Are suitable systems in place reporting and subsequent restoration of safety measures that have fallen below standard?		✓	
30.12	Other relevant inspections or tests:	✓		
	Comments and deficiencies observed: 30.6 See comments for 13.12a & b, 30.7 See comments for 19.2a 30.11 A system of monthly health & safety checks and tests are in place and can identify any general fire precautions that have fallen below the required standard.			

31. Record Keeping

		n/a	Y	N
31.1	Are appropriate fire records kept of:			
	• Fire Drills?			✓
	• Fire Training?			✓
	• Fire Alarm Tests?		✓	
	• Emergency Escape Lighting Tests?			✓
	• Maintenance and testing of other fire protection systems?		✓	
	• A written emergency action plan?		✓	
	Comments: 31.1 Details of all testing and maintenance of the general fire precautions, training and fire drills should be recorded in the fire safety log book.			

32. Information for the Fire Service

		n/a	Y	N
32.1	Are details relating to the location and isolation of the mains electrical supply available to the fire service?		✓	
	Are details relating to the location and isolation of the mains gas supply available to the fire service?			✓

	Are details relating to the location and isolation of the heating ventilation / air conditioning available to the fire service?	✓		
	Are details relating to the location of emergency facilities available to the fire service on their arrival (hydrants, risers, hydrants)?		✓	
	Is there a plan of the building available to the fire service detailing the location of all the fire precautions, access/egress points, hazards etc.?			✓
	Is a Premise Information Box (PIB) present and/or required? Are there arrangements to keep the premises information box up to date?	✓		
Hazards to Fire-fighters				
32.1 (cont.)	Are there hazardous substances that would be a danger to fire-fighters attending an incident?			✓
	Are there hazardous processes or machinery that would be a danger to fire-fighters?			✓
	Are there hazardous features in relation to the structure of the building that would be a danger to fire-fighters attending an incident?			✓
	Are there circumstances relating to the use of the premises that could constitute a hazard to fire-fighters attending an incident?			✓
	Comments: 32.1a It was noted that the plan of the premises was not made available. The speed of response of the Fire Service to emergency incidents is determined by the information available. To support Fire Officers in this matter which may also assist in business continuity, consideration should be given to providing a site plan(s) containing building information and locating at an accessible location, e.g. fire alarm panels. Such a plan may incorporate the following information: • Building layout and access points; • Location, zone and access information to the fire alarm system; • Location and access information to gas isolation controls; • Location and access information to electric isolation switches; • Location of local external hydrant points; • Other information which would assist Fire Officers. 32.1b The nearest fire hydrant is sited in the road directly outside of the Hellifield Institute, approximately 10m away.			

FIRE RISK ASSESSMENT TABLE

Likelihood of Fire	Potential Consequences of Fire		
	SLIGHTLY HARMFUL	**HARMFUL**	**EXTREMELY HARMFUL**
LOW	Trivial Risk	Tolerable Risk	Moderate Risk
MEDIUM	Tolerable Risk	Moderate Risk	Substantial Risk
HIGH	Moderate Risk	Substantial Risk	Intolerable Risk

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

Low		Medium	✓	High	

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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Definition of Terms:

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 significate fire hazards, such as to result in significant increase in likelihood of fire.

Slightly Harmful	✓	Harmful		Extremely Harmful	

Definition of Terms:

Slightly Harmful:	Outbreak of fire very unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in the room of origin).
Harmful:	Outbreak of fire could result in harm to one or more occupants but is unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in the room of origin).
Extremely Harmful:	Potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial		Tolerable	✓	Moderate		Substantial		Intolerable	

Risk Level	Action and Timescale
Trivial	No action required and no detailed records need to be kept
Tolerable	No major additional controls required. However, there may be a need for consideration of 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 period of time. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may 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.

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 SECTION.

FIRE RISK CONTROL PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ✓ **Tolerable**

Definition of priorities:

1	Serious hazard or deficiency requiring immediate remedial action.
2	Hazard or deficiency identified requiring remedial action within 2 weeks.
3	Hazard or deficiency identified requiring remedial action within 2 months.
4	Hazard or deficiency identified requiring remedial action within 6 months.
5	Recommendations to improve fire safety incorporating changes in standards and best practice/Ongoing.

	FIRE ACTION PLAN	PRIORITY
1.	7.2a The fixed electrical installations for the Yorke Room were last tested during October 2023 and are due for re-test during October 2028. A certificate for the main premises was not supplied, therefore records should be checked and if necessary, a test undertaken. Given that electrical faults are a common cause of fire, arrangements should be made at the earliest opportunity for the fixed electrical systems within the building to be inspected by an NICEIC approved contractor in accordance with IEE Wiring Regulations BS7671. The contractor should subsequently issue a certificate of conformity as evidence that the system conforms to the British Standard. It is advised that a copy of the certificate is kept in the building maintenance/fire safety file.	3
Actioned by:		**Date Actioned:**
2.	7.2c A policy regarding the use of electrical equipment brought into the premise needs to be documented and communicated with all user groups. The policy would typically outline the guidelines for persons bringing and using their own electrical devices (like phones, laptops, chargers, musical equipment) within the premise.	3
Actioned by:		**Date Actioned:**
3.	8.2b Signage to indicate that smoking is not permitted has not been provided accordance with the duties imposed by virtue of section 6(1) of the Health Act 2006. A 'No Smoking/Vaping' sign should be sited in the main entrance.	3
Actioned by:		**Date Actioned:**

4.	9.2 External fire loading was noted at the time of the assessment in the form of waste bins that were being stored within close proximity to the premise. Any externally stored refuse should be sited at least 6-10m from the premise and, if possible, kept locked shut when not in use to reduce the risk of arson.	**2**
Actioned by:		**Date Actioned:**
5.	10.3a The gas central heating boiler was last serviced on the 26th January 2024. The system should be maintained regularly by a competent person in accordance with the relevant code of practice or manufacturer's instructions. In this case annual servicing should be undertaken by a Gas Safe engineer.	**2**
Actioned by:		**Date Actioned:**
6.	10.3b There is currently no carbon monoxide detector provided. It is recommended that a carbon monoxide detector is sited in the Kitchen. Place the detector near the ceiling, at least 150 mm from the ceiling and at least 300 mm from any walls or light fittings. Alarms should be fitted between 1m–3m from all potential sources of Carbon Monoxide and tested regularly.	**2**
Actioned by:		**Date Actioned:**
7.	13.12a The double door hatch from the Kitchen to the Main Hall is not adequately fire resisting. In order to maintain the level of fire resistance it is required that either the timber panel hatch doors are upgraded to FD30s or an appropriately fire rated shutter is installed. Once installed either the FD30s fire door hatch panels or roller shutter should be kept closed when not in direct use. Fire shutters should comply with BS EN 1634-1:2014+A1:2018 or fire door hatch panels are to comply with BS EN 1634-1	**4**
Actioned by:		**Date Actioned:**
8.	13.12b The kitchen barn door is fitted with intumescent seals to the door frame and a significant gap is present between the two halves of the door leaf. It is strongly recommended that the intumescent strip is upgrade to a dual cold smoke seal and intumescent strip to the door frame and a suitable threshold seal is installed to the upper half of the barn door. It is also recommended that a trained carpenter or joiner undertake the work and whilst this is recognised as not being a recognised method of repair, the costs of replacing the door set significantly outweigh the hazard posed. The fire door to the kitchen must be kept closed at all material times except when in direct use.	**4**
Actioned by:		**Date Actioned:**
9.	14.2b Combustible materials were found to have accumulated on top of and in close proximity to the Cleaners Cupboard electrical distribution board. A clear area of no less than 0.5m should be maintained around electrical distribution boards so as to minimise any potential risk of fire spread.	**2**
Actioned by:		**Date Actioned:**

10.	15.1-4 Contractors would quickly become familiar with the layout of the means of escape. Details of the action to take in the event of a fire are communicated via fire action notices. Only competent contractors should be employed by the Trustees and checks should be undertaken as to any company/contractors' qualifications, skills, experience and membership of third-party accreditation bodies. In the unlikely event of any hot works being undertaken, appropriate hot work permits, detailing specific procedures, should be put in place. Appropriate risk assessment method statements (RAMS) should be requested from contractors prior to any work commencing.	**5**
Actioned by:		**Date Actioned:**
11.	17.1 Any existing curtains, drapes and fabrics should be checked to determine they are effectively fire retardant in accordance with BS 5867 Part 2 Type B. If not, they should be treated with a fire-retardant solution. A wide variety of treatments are available to make fabrics more fire retardant. It is not possible to list these in detail. Specific instructions may be obtained from the manufacturer of a particular treatment solution.	**3**
Actioned by:		**Date Actioned:**
12.	18.4 A narrow horizontal breach was noted between the Basement Ceiling and the ground floor Main Hall. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 / BS EN 1634-1 unless otherwise stated. Have breeches filled with fire stopping materials and systems that conform to BS 476 / BS EN 1634-1 and the ASFP colour book guides.	**4**
Actioned by:		**Date Actioned:**
13.	18.6 A small breach was noted in the fire resisting construction in the ceiling of the Cleaners Cupboard above the electrical distribution board. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 / BS EN 1634-1 unless otherwise stated. Have breeches filled with fire stopping materials and systems that conform to BS 476 / BS EN 1634-1 and the ASFP colour book guides.	**4**
Actioned by:		**Date Actioned:**
14.	19.2a The alternative final exit from the Main Hall is fitted with a single acting thumb turn device and metal latching mechanism. In order to be able to evacuate the premise effectively, the metal latching mechanism should be removed.	**2**
Actioned by:		**Date Actioned:**

15.	19.3 No evidence of Generic Emergency Evacuation Plans (GEEPs) were supplied at the time of the assessment. Trustees should document Generic Emergency Evacuation Plans (GEEPs), and if necessary, put in place measures, for the evacuation of persons with disabilities (visitors/trustees) who are likely to be on site. Persons with impairments and special needs can include, mobility and sensory impaired personnel, young persons, the elderly, heavily pregnant women, personnel working outside of normal working hours and non-English speaking people (this is not an exhaustive list). Further information can be obtained in the following fire safety 'Code of Practice': · • Fire Risk Assessment: Means of Escape for Disabled People), ISBN-13: 978 1 85112 873 7 published by the Department for Communities and Local Government (DCLG).	**3**
Actioned by:		**Date Actioned:**
16.	19.6 A lone working policy should be documented if not already done so. Should any person be alone in the premise, Trustees should put in place a policy for anyone attending the premise alone or working in remote areas in accordance with the HSE's 'Working Alone: Health & Safety Guidance on Working Alone'.	**5**
Actioned by:		**Date Actioned:**
17.	20.2c Steps and raised thresholds are present on the means of escape routes and should be taken into account when evacuating persons from the premise.	**5**
Actioned by:		**Date Actioned:**
18.	21.2b Walls and ceilings in most of the premise are covered in materials that are not likely to contribute to fire or are of limited combustibility, however, timber panelling is sited in the Main Hall. Wall linings in assembly halls should have a minimum fire rating requirement of at least European Class B – s3 – d2. As such, and if not already done so, they should be treated with EnviroGraf fire prevention products or other similar solutions which comply with BS 476: Part 22 1987 / BS EN 1634-1. The solution or product should be applied in accordance with the manufacturer's instructions and the process repeated as specified by the supplier.	**4**
Actioned by:		**Date Actioned:**
19.	22.7 At the time of assessment, information was not available to indicate that the Emergency Lighting system receives a function test once a month for a short period to check that luminaires operating efficiently. This check is completed by deactivating the mains power of the lighting circuit, then visually checking the operation of emergency lighting units to ensure they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored. It is recommended that a programme of monthly routine checks should be undertaken in accordance with BS5266-8 and recorded in the Fire Log Book.	**2**
Actioned by:		**Date Actioned:**

20.	22.8 The last annual discharge test for the emergency lighting was undertaken on the 8th January 2024. To ensure that an efficient secondary lighting system is available so that occupants can escape in the event of power failure, it is recommended that regular maintenance be completed by a competent person in accordance with BS 5266 part 8. Results of the maintenance schemes should be recorded in the fire logbook.	**2**
Actioned by:		**Date Actioned:**
21.	23.3 The Kitchen barn type fire door is missing 'Fire Door – Keep Shut' signs. All fire doors other than entrances to the premise should be clearly marked "Fire Door Keep Shut" to both faces. All signs should conform to BS 5499 Pt1 and the Health and Safety (Safety Signs and Signals) Regulations 1996 or equivalent European Standard.	**3**
Actioned by:		**Date Actioned:**
22.	23.5 'Fire Exit – Keep Clear' are not installed. 'Fire Exit – Keep Clear' signs should be affixed to the external side of all final exit doors from the Main Hall and Yorke Room.	**3**
Actioned by:		**Date Actioned:**
23.	23.8 Doors fitted with a push bar type fastenings should be provided with the appropriate graphical sign and optionally a notice bearing the words 'PUSH BAR TO OPEN' in block lettering at least 50 mm high. The signage should comply with the current British Standard BS 5499 and BS EN ISO 7010. The pictogram and optional lettering should normally be white on a green background and positioned immediately above the panic bar or on the operating bar if there is sufficient flat surface to accommodate the signs.	**3**
Actioned by:		**Date Actioned:**
24.	24.1-2 A fire in the basement could go unnoticed for a significant period of time and as such should have an automatic smoke detector installed. The current category M fire alarm should be upgraded to a category L5, with automatic smoke detection extended to cover the basement in accordance with BS 5839 – 1.	**3**
Actioned by:		**Date Actioned:**
25.	24.5 Loud background noise was reported during some events and when music is performed within the Main Hall. The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. In areas with high background noise, a sound pressure test should be undertaken and if necessary, the audible warning should be supplemented, e.g. with visual alarms or a PA system fire alarm interface. In areas of high ambient noise sound levels the fire alarm sound levels should be 5dB(A) above the normal noise level although not exceeding 120dB(A).	**2**
Actioned by:		**Date Actioned:**

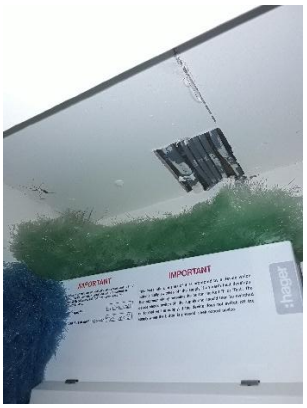
26.	24.6 There is one recorded weekly fire alarm test recorded in the fire safety log book. Fire alarm tests should be completed weekly in accordance with BS 5839. In this case, the manual call points should be numbered and a different call point checked every week to ensure the system is fully operational. The findings should be recorded in the fire safety log book.	**1**
Actioned by:		**Date Actioned:**
27.	28.5b It is recommended that a copy of this fire safety risk assessment should be made available on a notice board, to all hirers and users of the premise.	**5**
Actioned by:		**Date Actioned:**
28.	28.6 No evidence of fire warden training having being undertaken by Trustee's was made available at the time of the assessment. It is recommended that all trustees appointed to use firefighting equipment have been given the necessary practical training. Record the details of the training in the fire safety log book. 29.5 Any Trustees given a fire marshal role should be trained in the subjects as outlined in section 29.5 as a minimum. Records of any training supplied to Trustees should be recorded in the fire safety log book.	**3**
Actioned by:		**Date Actioned:**
29.	28.7a Each group hiring the premise has a responsibility to ensure that the premise has been evacuated and any disabled persons have adequate personal emergency evacuation plans (PEEPs) in place. This should be communicated via the hirer's information pack, supplied to groups prior to using the premise.	**2**
Actioned by:		**Date Actioned:**
30.	28.8 Each group hiring the premise should have a designated lead whose responsibility it is to summon the fire service and meet them in the event of an emergency.	**5**
Actioned by:		**Date Actioned:**

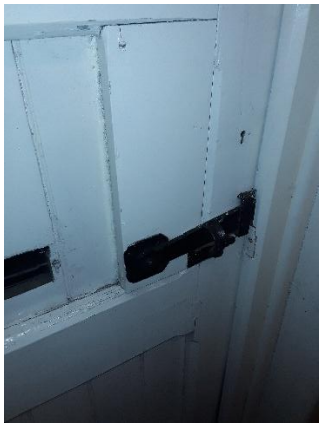
31.	28.9 To ensure all provisions on site operate efficiently, it is recommended that a management system of regularly checking all fire safety features should be implemented. Records of results of all checks should be maintained in the Fire Log book and kept on site. Checks should involve: • Weekly Fire Alarm Tests, in accordance with BS 5839-1; • Periodic Fire Alarm Maintenance, in accordance with BS 5839-1; • Monthly Emergency Lighting Checks, in accordance with BS 5266-8; • Periodic Emergency Lighting Maintenance, in accordance with BS 5266-8; • Where provided, Periodic Servicing of Portable Fire Extinguishers in accordance with BS 5306-3; • Provision of Fire-fighting Equipment BS 5306-8 • Weekly checks of the means of escape and six-monthly checks of fire doors. • Availability of Primary Lighting; • Periodic Fixed Electrical Wiring Tests and Inspections, in accordance with BS 7671; • Where provided, PAT Tests, in accordance with HSE Guidance; • Availability of Fire Emergency Procedures and Instructions (Wall Signs/ Notices); • Maintenance of Good Housekeeping Activities.	**5**
Actioned by:		**Date Actioned:**
32.	29.1a Fire safety inductions are not currently carried out. New trustees and group leaders hiring the premise should be given a premise induction to include the location of the general fire precautions in place and means of escape.	**5**
Actioned by:		**Date Actioned:**
33.	29.2 Periodic fire safety refresher training is not required for voluntary trustees. However, it is recommended that they take part in an annual evacuation drill so that they are familiar with the evacuation procedures and roles they have to fulfil. 29.4a The last fire evacuation drill was thought to have been undertaken during October 2024, although a record of this was not provided at the time of the assessment. It should be recognised that not all user groups and trustees will have taken part in this drill. As such, it is recommended that the trustees undertake a drill at least once per year and record the findings. 29.4b Hiring groups using the premise on a long-term basis should be encouraged to undertake an annual fire evacuation drill and record the findings.	**3**
Actioned by:		**Date Actioned:**
34.	31.1 Details of all testing and maintenance of the general fire precautions, training and fire drills should be recorded in the fire safety log book.	**5**
Actioned by:		**Date Actioned:**

35.	32.1a It was noted that the plan of the premises was not made available. The speed of response of the Fire Service to emergency incidents is determined by the information available. To support Fire Officers in this matter which may also assist in business continuity, consideration should be given to providing a site plan(s) containing building information and locating at an accessible location, e.g. fire alarm panels. Such a plan may incorporate the following information: • Building layout and access points; • Location, zone and access information to the fire alarm system; • Location and access information to gas isolation controls; • Location and access information to electric isolation switches; • Location of local external hydrant points; • Other information which would assist Fire Officers.	**4**

Actioned by:	**Date Actioned:**

PHOTOGRAPHS

		
Comments: 9.2 External fire loading was noted at the time of the assessment in the form of waste bins that were being stored within close proximity to the premise.	Comments: 13.12a The double door hatch from the Kitchen to the Main Hall is not adequately fire resisting.	Comments: 13.12b The kitchen barn door is fitted with intumescent seals to the door frame and a significant gap is present between the two halves of the door leaf.
		
Comments: 14.2b Combustible materials were found to have accumulated on top of and in close proximity to the Cleaners Cupboard electrical distribution board.	Comments: 18.4 A narrow horizontal breach was noted between the Basement Ceiling and the ground floor Main Hall.	Comments: 18.6 A small breach was noted in the fire resisting construction in the ceiling of the Cleaners Cupboard above the electrical distribution board.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