



Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Hagley Community Centre



Responsible Person	Chair of Hagley Community Association		
Address of Premises	Worcester Road, Hagley		
Postcode	DY9 0NW		
Assessors:	Neville Smart; Annette Templar		
Date of Fire Risk Assessment	18 th May 2023		
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	



Description of the premises

Hagley Community Centre is a single storey brick and timber building constructed in 1963. It is located on the playing field in the centre of Hagley village and has an adjacent car park. It is managed by a committee of volunteers and is available for hire by groups and individuals as a self-service facility, i.e. no one is employed to work on the premises.

The building is of a brick and structural timber frame construction. It has a main entrance door, a side door from the car park and 2 emergency exits from the main hall, and another by the toilet and storage area. There is a main hall with a stage, a meeting room, kitchen, toilets for males, females and the disabled, and a storage room for chairs and tables. There is also a storage facility underneath the stage and a small external store. Access to the various areas of the building is from the main entrance lobby and the central passage way.

The passage through the building has locked storage cupboards down one side.



General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	One
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	356 sq metres
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	1963, brick and structural timber frame, purpose built.
Primary usage: (e.g. Hotel, Shop)	A hired facility for various community activities

Maximum number of persons in the main hall to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.
175 seated; 215 standing
Description of Occupants
Hirers and guests of various ages and abilities

Occupants Especially At Risk From Fire	
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	
Visitors	
Occupants whose first language is not English	



Identified Fire Hazards and Primary Control Measures

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	NO	
Suitable limitation and management of trailing leads and adaptors?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Main power supply	See above, and MCB and RCD systems are in place	No
Portable appliances	Appliances belonging to the centre are tested in line with current regulations. There are no portable heaters on the premises.	Yes
Deficiencies: Portable appliances belonging to hirers might not be tested	Remedial actions required and person responsible: Update Terms and Conditions of Hire to include requirement for hirers to ensure that any appliances brought into the centre are compliant with current safety regulations. <u>Action:</u> <u>Bookings Officer</u>	
Management of trailing leads and wires	Update Terms and Conditions of Hire to include requirement for hirers to avoid using trailing wires and leads.. <u>Action:</u> <u>Bookings Officer</u>	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable.	YES	
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Arson	The centre is locked when not in use. There are roller shutters at the meeting room	No



	windows and in the kitchen for protection against intruders. The letter box has an internal flap to deter people from pushing combustible material into the building.	
Deficiencies: None	Remedial Action Required and person responsible: None.	

Smoking		
Measures taken to prevent fires as a result of smoking.		YES
Smoking prohibited in the building?		YES
Suitable arrangements for those who wish to smoke?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Hirers smoking on the premises	The Terms and Conditions of hire state that smoking is not permitted. There are smoke detectors in the kitchen and meeting room and No Smoking signs throughout the centre Smoking is permitted on the adjacent playing field. Waste bins are located in the car park at a safe distance from the building.	No.
Deficiencies: None	Remedial Action Required: None	

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations



Gas heater in the meeting room	The heater is serviced annually. There is a guard in place to prevent people or objects coming into contact with a hot surface. There is a Carbon Monoxide alarm in place to detect fumes.	Replace water heater and update risk assessment on completion.
Gas boiler for warm air heating.	Located in a locked cupboard away from any combustible material and is serviced and certified annually.	
Gas water heater	Now defunct, needs replacing.	
Deficiencies: Gas water heater precautions	Remedial Action Required and person responsible: Update risk assessment when new heater is in place. <u>Action: Maintenance Officer</u>	

Cooking		
Measures taken to prevent fires as a result of cooking.		
Suitable extinguishing appliances available?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Electric oven in the kitchen	The kitchen is equipped with a fire blanket and extinguisher. Fire protection equipment is serviced annually. There is an RCD system in place. There is a smoke detector in the kitchen.	None.
Kettles and other portable appliances	All portable appliances such as electric kettles are PAT tested routinely	
Deficiencies: None	Remedial Action Required: None	



Dangerous Substances		
Dangerous substances are used or stored within the premises?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Dangerous substances	Dangerous substances are not used routinely on the premises. Cleaning fluids are non-flammable and are kept in a locked cupboard.	No.

Housekeeping		
Combustible materials appear to be separated from ignition sources?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Stage curtains Accumulation of waste	Fire retardant was applied when stage curtains were cleaned Waste bins inside the centre are emptied as part of the cleaning regime. The outside waste bin is stored away from the building and is emptied weekly. Hirers are required to remove all waste when they vacate the centre.	No
Deficiencies: None	Remedial Action Required: None	

Hazards Introduced By Contractors And Building Works		
Is there satisfactory control over works carried out in the building by external contractors?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations



Unsafe use of dangerous substances or procedures by external contractors	Maintenance manager attends and monitors work when any external contractors are on the premises.	No
Other Significant Fire Hazards That Warrant Consideration		
Are there any other fire hazards that warrant consideration within the premises?		NO



Arrangements for Evacuation

Evacuation Strategy		
Single Stage Evacuation It is reasonably expected that all relevant persons in the premises will evacuate immediately to a place of total safety?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Hall users unaware of fire safety and evacuation procedures	Copies of Emergency Evacuation Procedures and a plan of the building are located inside the building next to all call points, and are sent to hirers when they make a booking. Hirers are given full instructions on the procedure to follow in the event of an emergency, and are asked to ensure that all attendees are briefed on the procedure.	No.

Means Of Escape	
The premises are provided with reasonable means of escape in case of fire.	YES
Adequate design of escape routes?	YES
Reasonable distances of travel where there are alternative means of escape? The distance maximum travel to the nearest exit is 10 metres.	YES
Suitable protection of escape routes? (Fire resisting construction)	YES
Adequate provision of exits? State the capacity of each exit. Fire escape doors in the hall and by the toilets are 1.75m and will allow 80 people per minute to exit the building.	YES
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES
Escape routes unobstructed?	YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. There is level access to the building. Hirers are required to assist people with restricted mobility in the event of an emergency evacuation.	YES



Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Occupants unable to escape to a place of safety in the event of an emergency	Fire exits are operated with a push bar from inside the building and open out onto a playing field. Maximum occupancy is 215 standing, 175 seated. The emergency exit doors are of sufficient width to allow occupants to exit safely. Hirers are required to check that emergency escape routes are not obstructed.	No
Deficiencies: None	Remedial Action Required: None.	

Measures To Limit Fire Spread And Development		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation – Access Corridor, Meeting Room and Hall	YES	
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES	
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
tbc		
Deficiencies:	Remedial Action Required:	

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations



Occupants unable to identify emergency exits in the event of a power failure	Emergency escape exits are marked with illuminated emergency lighting. There is an emergency lighting system throughout the building that activates when there is a power cut.	YES
Deficiencies: Illuminated sign by the toilet exit is not working	Remedial Action Required: Bulb needs replacing <u>Action: Maintenance Officer</u>	

Fire Safety Signs And Notices

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fire Safety signs are not compliant with latest legislation		All fire signage to be replaced
Deficiencies: See above	Remedial Action Required: All fire signage to be checked and replaced with the version that meets current standards. <u>Action: Maintenance Officer</u>	

Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided in the form of 3 break glass points that activate a fire alarm bell.		YES
Automatic fire detection provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Occupants unaware of fire on the premises	Manually-operated fire alarm system is in place. Hirers are briefed on how to use it when they make a booking. There are smoke detectors	NO



	in the meeting room and kitchen	
Deficiencies: Checks on Break points and fire doors should be increased.	Remedial Action Required: Implement a weekly routine of testing. <u>Action: Pauline Hollis (Life Central Church).</u>	

Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fire spreads out of control	Fire extinguishers are in place and are serviced annually: 2 in main hall 1 in meeting room 1 in kitchen, plus fire blanket.	No
Deficiencies: None	Remedial Action Required: None	



Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Secretary, Hagley Community Association Committee (A.Templar)	
Deputy or assistant:	Maintenance Officer (N.Smart)	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
Pauline Hollis	Routine fire alarm testing and fire drills	
Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	NO	
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Evacuation procedures may not be easy to understand	Hirers are sent a written procedure and are required to explain this to attendees	Yes
Deficiencies: Fire drills are not carried out regularly	Remedial Action Required: Fire drills to be carried out at least twice-yearly <u>Action: Pauline Hollis (Life Central church) to perform drills with Little Treasures and the Sunday congregation.</u>	
Hirers may not know to contact HCA to meet the F&RS on arrival	Information for hirers to be updated with HCA contact details. <u>Action: Bookings Officer</u>	



Testing And Maintenance		
Testing and Maintenance is managed by:		Maintenance Officer (N Smart)
Monthly and annual testing routines for emergency escape lighting?		YES
Annual maintenance of fire extinguishing appliances?		YES
Routine checks of final exit doors and/or security fastenings?		YES
Annual inspection and testing of lightning protection system?		YES
Other relevant inspections or tests: Weekly break point tests		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Break point tests are not carried out weekly	Break points are tested annually	Increase frequency of testing
Deficiencies: See above	Remedial Action Required: Nominate a responsible person to test break points weekly <u>Action: Maintenance Officer</u>	

Recording	
Appropriate records held for:	
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES
Location of Records:	Glass cabinet in the foyer



Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Portable appliances belonging to hirers might not be tested: <i>Update Terms and Conditions of Hire to include requirement for hirers to ensure that any appliances brought into the centre are compliant with current safety regulations.</i>	Medium	01/08/2023	Bookings Officer.	
2	Management of trailing leads and wires: <i>Update Terms and Conditions of Hire to include requirement for hirers to avoid using trailing wires and leads</i>	Medium	1/08/2023	Bookings Officer.	
3	Gas water heater to be replaced: <i>risk assessment to be updated on completion.</i>	Low	01/10/2023	Maintenance Officer.	
4	Occupants unable to identify emergency exits in the event of a power failure: <i>Illuminated sign by the toilet exit needs replacement bulb</i>	High	01/08/2023	Maintenance Officer.	



5	Fire Safety signs are not compliant with latest legislation: <i>Install new signage to comply with Health & Safety (Signs and signals) Regulations BS1996</i>	High	01/08/2023	Maintenance Officer.	
6	Occupants unaware of fire on the premises: <i>Checks on Break Points and fire doors to be done weekly and recorded.</i>	High	01/06/2023	Pauline Hollis (Life Central Church)	
7	Fire drills are not carried out regularly: <i>Fire drills to be carried and recorded out at least twice-yearly going forward.</i>	Medium	01/08/2023	Pauline Hollis (Life Central Church)	
8	Hirers may not know to contact HCA to meet the F&RS on arrival: <i>Information for hirers to be updated with HCA contact details</i>	Medium	01/08/2023	Bookings Officer	