

**REGULATORY REFORM (FIRE SAFETY)
ORDER 2005
FIRE RISK ASSESSMENT**



Broad Haven Village
Hall

Marine Road
Broad Haven
Pembrokeshire

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT**

Responsible person (e.g., employer) or person having control of the premises:

Ian Whitby – chairperson

Address of premises:

Marine Road, Broad Haven,
Pembrokeshire

Person(s) consulted:

N/A

Assessor:

Ian Whitby

Report validated by:

N/A

Date of fire risk assessment:

15th October 2023

Date of previous fire risk assessment:

October 2021

Suggested date for review:

October 2025

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the “Fire Safety Order”), which requires that a risk assessment be carried out.



15th October 2023

GENERAL INFORMATION

1. THE PREMISES *(Clause 12)*

1.1	Number of floors at ground level and above:	2
	Number of floors entirely below ground level:	0
	Floors on which car parking is provided:	n/a
1.2	Approximate floor area:	230 m ² per floor.
	Approximate floor area:	230m ² gross.
	Approximate floor area:	200m ² on ground floor.
1.3	Details of construction and layout:	Stone wall with traditional slate roof comprising of main hall, meeting room kitchen and toilets on the ground floor with a store room on the first floor.
1.4	Occupancy:	Only used for organised functions as appropriate for a village hall.

2. THE OCCUPANTS *(Clause 12)*

2.1	Approximate maximum number of employees at any one time:	0
2.2	Approximate maximum number of other occupants at any one time:	100
2.3	Approximate total number of people present in the building at any one time:	100

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE (Clause 12)

3.1	Sleeping occupants:	0
3.2	Disabled employees:	0
3.3	Other disabled occupants:	Dependant on individual usage
3.4	Occupants in remote areas and lone workers:	0
3.5	Young persons employed:	0
3.6	Others:	0

4. FIRE LOSS EXPERIENCE

No fire loss previously recorded.

5. OTHER RELEVANT INFORMATION

100 persons max. when seated or standing without tables.
75 persons max. when all seated and using tables.
No persons to use the storeroom for any other reason than to gain access to stored items and for a limited time.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005.

6.2 The above legislation is enforced by:

The Fire Authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

Note:- Building Regulations are not reviewed within a fire risk assessment. Building Regulations are a statutory requirement which are enforced by the Building Control Authority at the design and construction stage of a building project. Building Control are also required to consult with the local fire authority. The fire safety strategy will have been agreed with all relevant parties including active and passive measures, engineered solutions and variations. The approved provision will have been subjected to a program of inspection throughout construction and certified on completion. Any proposed material alterations should be submitted to Building Control for approval prior to the commencement of any work. Should the responsible person, or an enforcing authority, have concerns with regards building regulation matters, these will require further investigation outside of the fire risk assessment.

6.4 The other legislation referred to above is enforced by:

None

6.5 Is there an alterations notice in force?

Yes

No

Relevant information and deficiencies observed:

None

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A Yes No

b) Is portable appliance testing carried out? N/A Yes No

c) Is there suitable control over the use of personal electrical appliances? N/A Yes No

d) Is there suitable limitation of trailing leads and adapters? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Inspection and testing of the fixed and portable electrical equipment comply with the guidance contained in section 1.5 – Electrical safety – of the DCLG guide for Small and Medium places of Assembly.

8. SMOKING *(Clause 13 and Annex B)*

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

a) Is smoking prohibited in the building? Yes No

b) Is smoking prohibited in appropriate areas? N/A Yes No

c) Are there suitable arrangements for those who wish to smoke? Yes No

d) Did the smoking policy appear to be observed at time of inspection? Yes No

Relevant information (including description of arrangements and deficiencies observed):

Measures to prevent fire as a result of smoking comply with the guidance contained in Part 2 section 1.6 – Smoking – of the DCLG guide for Small and Medium Placed of Assembly.

9. ARSON (Clause 13 and Annex B)

9.1 Does basic security against arson by outsiders appear reasonable?¹⁾ Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

Relevant information (including description of arrangements and deficiencies observed):

Measures to reduce the risk of arson comply with the guidance contained in Part 2 Section 1.12 – Arson – of the DCLG guide for Small and Medium Placed of Assembly.

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS (Clause 13 and Annex B)

10.1 Is there satisfactory control over the use of portable heaters? N/A Yes No

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

No portable heaters are used in the hall due to a full central heating system. Oil boiler serviced annually and fully maintained.

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

11. COOKING (Clause 13 and Annex B)

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Kitchen used only for short periods and is under observation when in use.

12. LIGHTNING (Clause 13 and Annex B)

12.1 Does the building have a lightning protection system? Yes No

Relevant information and deficiencies observed:

Not required for this building.

13. HOUSEKEEPING (Clause 13 and Annex B)

13.1 Is the overall standard of housekeeping adequate? Yes No

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources? Yes No

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes No

Relevant information (including description of arrangements and deficiencies observed):

Housekeeping complies with the guidance contained in Part 2 section 1.1 – Housekeeping – and section 1.2 – Storage – of the DCLG guide for Small and Medium Placed of Assembly.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (Clause 13 and Annex B)

14.1 Is there satisfactory control over works carried out in the building? N/A Yes No

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A Yes No

b) Where appropriate, is a permit to work system used (e.g. for “hot work”)? N/A Yes No

c) Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Future contractors and building works should be managed in compliance with the guidance contained in Part 2 Section 1.7 – Managing building work and alterations – of the DCLG guide Small and Medium Placed of Assembly.

15. DANGEROUS SUBSTANCES²⁾ (Clause 13)

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

None

Relevant information (including description of arrangements and deficiencies observed):

None

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE [Clause 15c) and Annex C]

17.1 Is the design and maintenance of the means of escape considered adequate? Yes No

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants⁴⁾? N/A Yes No

b) Are there reasonable distances of travel:

– where there is escape in a single direction? N/A Yes No

– where there are alternative means of escape? N/A Yes No

c) Is there adequate provision of exits? N/A Yes No

d) Do fire exits open in the direction of escape, where necessary? N/A Yes No

e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A Yes No

⁴⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

- f) Are the arrangements provided for securing exits satisfactory? N/A Yes No
- g) Is a suitable standard of protection designed for escape routes? N/A Yes No
- h) Are there reasonable arrangements for means of escape for disabled people? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

There are two suitable exits at opposite ends of the building. The main entrance is suitable for disabled access only.
All disabled occupants of the building will be accompanied and will be within the recommended single line travel distance – 18m

- 17.3 Are the escape routes available for use and suitably maintained? N/A Yes No

More specifically:

- a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A Yes No
- b) Is the fire-resisting construction protecting escape routes in sound condition⁵⁾? N/A Yes No
- c) Are all escape routes clear of obstructions? N/A Yes No
- d) Are all fire exits easily and immediately openable? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g]

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard⁶⁾? Yes No

b) reasonable limitation of linings that might promote fire spread? Yes No

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{6), 7)}? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

19. EMERGENCY ESCAPE LIGHTING [Clause 15e]

19.1 Has a reasonable standard of emergency escape lighting system been provided⁸⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Emergency lighting installed and maintained to BS 5266-1

⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁷⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

⁸⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES [Clause 15d]

20.1 Is there a reasonable standard of fire safety signs and notices? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

21. MEANS OF GIVING WARNING IN CASE OF FIRE [Clause 15b]

21.1 Is a reasonable fire detection and fire alarm system provided⁹⁾? N/A Yes No

21.2 Is there remote transmission of alarm signals? N/A Yes No

21.3 Is a zone plan displayed? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

The used part of the hall (main hall, kitchen and meeting room) is all on a level ground floor. Due to this layout a developing fire will be very quickly observed, and the occupants will be able to make their way out safely. No occupants will become trapped due to an unobserved developing fire.

21.4 Relevant information on false alarm experience (if known):

None.

22. MANUAL FIRE EXTINGUISHING APPLIANCES [Clause 15f]

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes No

22.2 What type(s) of appliances are provided?

Portable fire extinguishers: Hose reels: Fire blankets:

⁹⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Extinguished maintained annually.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS¹⁰⁾ [Clause 15h]

23.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹¹⁾ [Clause 15j]

24.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

¹⁰⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

¹¹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

- 24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS *(Clause 16)*

- 25.1 Safety assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Management of the fire safety arrangements is undertaken by the village hall committee.

- 25.2 Fire safety at the premises is managed by¹²⁾:

The committee for the village hall.
Users of the hall are reminded to make themselves aware of the fire safety measures and evacuation procedures. If they wish to introduce any external decorations/room enhancements, then this will need to be agreed beforehand by the committee with the user required to undertake their own additional fire risk assessment if deemed necessary.

¹²⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹³⁾? Yes No

More specifically:

a) Are there adequate procedures for investigating fire alarm signals? N/A Yes No

b) Are there suitable arrangements for summoning the fire and rescue service? N/A Yes No

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A Yes No

d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

e) Is there a suitable fire assembly point(s)? N/A Yes No

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Assembly point located in the school car park opposite the village hall.
See above arrangements regarding evacuation of disabled persons.

25.5 Are there persons nominated to use fire extinguishing appliances? N/A Yes No

¹³⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

Relevant information (including description of arrangements and deficiencies observed):

Portable extinguishers are available to use should any hall user be competent to use them.

- 25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Any disabled user of the hall will be accommodated within the permitted single line evacuation distance for the building (18m) and be accompanied.

- 25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

None

- 25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Monthly inspections of the hall during committee meetings and before and after each use by external hirers.

26. TRAINING AND DRILLS *[Clause 16h]*

26.1 Are all staff given adequate fire safety instruction and training? N/A Yes No

More specifically:

a) Are they trained on induction? N/A Yes No

b) Are they given periodic refresher training? N/A Yes No

c) Are they given additional training to cover any specific roles and responsibilities? N/A Yes No

d) Is the content of training provided considered adequate¹⁴⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

26.2 Are fire drills carried out at appropriate intervals? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A Yes No

¹⁴⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

Relevant information (including description of arrangements and deficiencies observed):

N/A

27. TESTING AND MAINTENANCE [Clause 16j]

27.1 Is there adequate maintenance of the premises? Yes No

Relevant information (including description of arrangements and deficiencies observed):

The hall is inspected at each monthly committee meeting with any deficiencies recorded and appropriate measures put in place to rectify.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

No fire alarm required.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Monthly testing carries out during monthly committee meetings.
Third party testing arranged on an annual basis.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Third party testing arranged annually.

- 27.5 Is periodic inspection of external escape staircases and gangways undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

No external escapes stairs or gangways.

- 27.6 Are six-monthly inspection and annual testing of rising mains undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 27.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

All doors inspected at monthly committee meetings and before and after each use.

- 27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 27.11 Other relevant inspections or tests:

None

Relevant information (including description of arrangements and deficiencies observed):

None

28. RECORDS [Clause 16k]

28.1 Are there appropriate records of:

- | | | | | | | |
|--|-----|-------------------------------------|-----|-------------------------------------|----|--------------------------|
| a) Fire drills? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Fire training? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Fire alarm tests? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) False alarms? | N/A | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Emergency escape lighting tests? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| f) Maintenance and testing of other fire protection systems and equipment? | N/A | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Relevant information (including description of arrangements and deficiencies observed):

None

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
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 (likelihood of fire) at these premises is:

Low Medium High

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

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight harm Moderate harm Extreme harm

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

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The hall is considered to be of low risk to the occupants.

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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

ACTION PLAN

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

Trivial Tolerable

Definition of priorities (where applicable):

Priority	Timescale
A. Recommendations that should be implemented immediately or as soon as reasonably practicable.	3 - 6 Months
B. Recommendations that should be implemented in the shortterm.	6 - 12 Months
C. Recommendations of a non-urgent nature.	12 - 18 Months
D. Recommended for future consideration.	12 - 24 Months

- Please note, there will often be more than a single solution to a fire safety deficiency. Further discussion may be required with regards to alternative remedies. Before you make any alterations to the premises you may need to apply to Building Control for approval.
- The nature of fire safety is subjective. It cannot, therefore, be guaranteed that Fire and Rescue Service fire safety inspectors will necessarily agree with the professional opinions expressed in this fire risk assessment. In such cases all parties should discuss disparities and agree on the way forward.

Item	Recommendation	Priority	Action/Target Date	Completed
1	This fire risk assessment should be reviewed by a competent person by the date on page 1 or at such earlier time, as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.		October 2025	
2	Ensure fire action plan and procedures are available to all users.	B	January 2024	
3				
4				
5				
6				

PHOTOGRAPHIC SECTION



Main entrance and hallway



Main hall from entrance hallway



Main hall from kitchen/meeting room doorway



Doorway from main hall into kitchen and meeting room



Showing open hatchway and top of wall vision panels



Kitchen



Meeting room and rear final exit door



Rear final exit route



First floor storeroom



Storeroom access restriction