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Registered Charity No: 1192497

## **Stafford North End Community Association FIRE RISK ASSESSMENT**

**Date of Report: 05/06/2024**

**Compiled by: G Darcy**

### **Introduction**

The following Fire Risk Assessment was completed on 05/06/2024 on behalf of Stafford North End Community Association in accordance with the Regulatory Reform (Fire Safety) Order 2005. We considered the new requirements which came into force on 1 October 2023 (which apply to all non-domestic premises) under amendments made to the Fire Safety Order by Section 156 of the Building Safety Act 2022. No amendments to our Risk Assessment are required in this regard.

The Fire Risk Assessment is designed to evaluate the current protection measures in place, determine shortfalls and recommend remedial action as necessary. To this end the assessment is divided into three sections:

- Section 1: Assessment and recommendations
- Section 2: Action plan
- Section 3: Guidance

Risk Assessment is an ongoing process. The law requires the assessment to be reviewed specifically:

- Where there is reason to suspect the assessment is no longer valid.
- Where significant change has occurred.
- Periodically, set by the committee as annually.

The assessment in whole or in part may become no longer valid should the activity within the business change significantly.

Significant change would include the introduction of new activities or equipment/processes/alterations to the building and increasing the number of persons in the premises during hiring out of the premises.

The SNECA committee have agreed that a review should be undertaken at least annually unless other factors dictate sooner.

## **Background**

The Regulatory Reform (Fire Safety) Order 2005 introduced a new approach towards fire safety: Risk Assessment. The radical overhaul of fire safety legislation saw over 60 sets of fire safety laws consolidated into a single piece of legislation.

The Government's aim was to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high-risk premises.

A new duty of care would be placed on the 'responsible person' - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

This Fire Risk Assessment document records:

- The fact that a Fire Risk Assessment has been completed for the premises.
- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Fire Safety Action Plan complements the Fire Safety Risk Assessment. The Fire Safety Action Plan is designed to:

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the company to plan and achieve action points.

## **Key Action Point**

A brief description of each action point is provided.

## **Assessor Comments / Target Action Date**

Supporting text appears in this column.

The Target Action Date will be agreed with the SNECA Committee along with the person to complete the action.

## **STAGES OF THE FIRE RISK ASSESSMENT**

### **1. Identify the Fire Hazards**

Sources of ignition

Sources of fuel

Sources of oxygen

### **2. Identify People at Risk**

People in and around the premises

People especially at risk

Visitors and contractors

### **3. Evaluate, Remove, Reduce and Protect from Risk**

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce the fire hazards

Remove or reduce the risks to people:

- Detection and warning
- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

### **4. Record, Plan, Inform, Instruct and Train**

Record significant findings and action taken

Prepare an emergency plan

Inform and instruct relevant people, co-operate and co-ordinate with others

Provide training

### **5. Review**

Keep assessment under review

Revise where necessary

## FIRE HAZARDS

Sources of Ignition	
	RISK HIGH/MED/LOW
Portable electrical appliances	LOW
Mains electrical system	LOW
Smoking	LOW
Gas boilers	LOW
Cooking equipment in the kitchen	LOW
Lighting system	LOW
Direct sunlight	LOW
Arson	LOW
Storage of items by regular hirers	MED

Sources of Fuel	
	RISK HIGH/MED/LOW
Flammable liquids in hall / out buildings with hirer responsibility / Cleaning materials	LOW
Furniture and wall coverings in hall, carpets and floor tiles	LOW
Waste products, general waste, recycling build up in car park areas	LOW

Persons at Risk	
	RISK HIGH/MED/LOW
Hall Committee Members	LOW

Visitors (Hirers) to the premises	LOW
Emergency services staff	LOW

<b>Evaluation of Risk of Fire Occurring</b>
<b>LOW</b>
<p>The property is a single storey community centre comprising a large room, rear room, small committee room, kitchen, storage area and toilets . There are 3 fire exits from the building.</p> <p>SNECA Committee will request from hirers who have storage facilities on the premises to provide details of any stored flammables (including quantities and how stored) to the SNECA committee at least on an annual basis detailing any storage of ignition sources and any outdoor only fire related activities planned.</p>

<b>Evaluation of Risk to People</b>
<b>LOW</b>
<p>The users of the community centre are aware of fire exits. No activities are undertaken which have an intrinsic risk of fire. Cooking facilities comprise electric oven and gas hob, used occasionally by hirers. There is a central heating system run from a gas combi boiler which is serviced annually.</p> <p>In the event a regular hirer carries out an activity involving fire, a risk assessment must be provided to the community centre committee for review to ensure it meets with the requirements of the fire risk assessment as detailed below.</p>

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>1.</b>	<b>Fire Protection – Active</b>					
<b>1a.</b>	<b>Gas flooding</b>			<b>LOW</b>		No action required  Gas Boiler maintained annually by Parsons
	▶ Maintained by competent person?	Yes			No	
<b>1b.</b>	<b>Fire alarm</b>			<b>LOW</b>		Fire Alarm tested every 6 months
	▶ Could be heard by all occupants?	Yes			No	
<b>2.</b>	<b>Fire Protection – Passive</b>					
<b>2a.</b>	<b>Fire doors</b>			<b>LOW</b>		All fire exits are to the outside of the building
	▶ Self-closing?	No			Yes	
<b>2b.</b>	<b>Fire retardant materials</b>			<b>LOW</b>		Curtains comply with Fire Retardant Regulations
	▶ Compliant with fire safety standards?	Yes			No	
Area Of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
<b>3.</b>	<b>Fire Fighting Equipment</b>					
<b>3a.</b>	<b>Fire extinguishers</b>			<b>LOW</b>		No action required
	▶ Suitable and	Yes			No	

	<p>sufficient?</p> <p>▶ Areas of high risk?</p> <p>▶ Appropriately labelled and positioned?</p> <p>▶ Accessible?</p> <p>▶ Inspected/tested within last 12 months?</p>	Yes			No		
		Yes			No		
		Yes			No		
		Yes			No		
<b>3b.</b>	<p><b>Fire blankets</b></p> <p>▶ Accessible? Inspected/tested within last 12 months?</p>	Yes			No	<b>LOW</b>	No action required
<b>4.</b>	<b>Means of Escape</b>						
<b>4a.</b>	<p><b>Escape routes</b></p> <p>▶ Unobstructed?</p> <p>▶ Well lit?</p> <p>▶ Wide enough for usage?</p> <p>▶ Fire exit signage (compliant with current standard)?</p> <p>▶ Fire action notices completed and displayed?</p> <p>▶ Emergency plan and evacuation procedure clearly displayed?</p>					<b>LOW</b>	<p>No action required</p> <p>Escape routes all ok,</p> <p>Fire Assembly point is on the front carpark by the notice board.</p> <p>Details of how to raise the alarm / call the fire brigade are by the main entrance.</p>
		Yes			No		
		Yes			No		
		Yes			No		
		Yes			No		
		Yes			No		
<b>4b.</b>	<p><b>Emergency lighting</b></p> <p>▶ Monthly function test (in house)?</p> <p>▶ Full discharge test by competent person within last 12 months?</p>					<b>LOW</b>	No further action required
		Yes			No		
		Yes			No		

Area of Review	Applicable?		Requires Action?		Assessment	Recommendation	
	Yes	No	Yes	No			
<b>4.</b>	<b>Means of Escape Cont...</b>						
<b>4c.</b>	<b>People on site</b>				<b>LOW</b>	No action required	
	▶ Lone/isolated workers?		<b>No</b>				
	▶ Cleaning staff/handy men?	<b>Yes</b>					
	▶ Vulnerable workers (disabled, visually impaired, etc)?		<b>No</b>				
	▶ Contractors	<b>Yes</b>				<b>No</b>	
	▶ Visitors	<b>Yes</b>				<b>No</b>	
	▶ Vulnerable visitors (disabled, children, etc)?	<b>Yes</b>				<b>No</b>	
<b>4d</b>	<b>Rescue/evacuation special arrangements</b>				<b>LOW</b>	No action required	
	▶ Booking in/out system for staff, contractors and visitors?	<b>Yes</b>				<b>No</b>	
<b>4e</b>	<b>Emergency Services</b>				<b>LOW</b>	No action required	
	▶ Adequate access?	<b>Yes</b>				<b>No</b>	

<b>5.</b>	<b>Potential for Fire</b>						
<b>5a.</b>	<b>Processes involving heat/naked flames</b> <ul style="list-style-type: none"> <li>▶ Safe working methods in place?</li> <li>▶ Contractors controlled by permits to work?</li> </ul>				<b>LOW</b>	No action required  Note in hire agreement, that there is to be no naked flames within the hall	
			<b>No</b>				<b>No</b>
			<b>No</b>				<b>No</b>
<b>5b.</b>	<b>Electrical</b> <ul style="list-style-type: none"> <li>▶ Portable appliances tested by competent person annually?</li> <li>▶ In house portable appliance inspections?</li> <li>▶ Mains tested by competent person every 5 years?</li> </ul>				<b>LOW</b>	No action required  All SNECA equipment is PAT tested and labels clearly visible  Hire agreement states that hirers to only use PAT tested equipment	
		<b>Yes</b>					<b>No</b>
		<b>Yes</b>					<b>No</b>
		<b>Yes</b>					<b>No</b>
<b>5c.</b>	<b>Combustible materials / waste?</b> <ul style="list-style-type: none"> <li>▶ Limited accumulation of materials?</li> <li>▶ Waste (internal/ external) stored and disposed of correctly?</li> </ul>				<b>LOW</b>	No action required  Waste bins emptied regularly and cleaned  Casual hirers to remove own waste and take away.	
		<b>Yes</b>					<b>No</b>
		<b>Yes</b>					<b>No</b>

5d.	<b>Lighting</b> ▶ Good condition? ▶ Clear of combustible materials?				<b>LOW</b>	No action required	
		Yes					No
		Yes					No
5e.	<b>Static</b>		No		No	<b>LOW</b>	No action required
5f.	<b>Heaters</b> ▶ Clear of combustible materials? ▶ PAT tested?				<b>LOW</b>	No action required	
		Yes					No
			N/A				No
5g.	<b>Arson</b> ▶ Adequate security measures? ▶ Waste bins stored securely / away from building?				<b>LOW</b>	No action required	
		Yes					No
		Yes					No
5h.	<b>Smoking</b> ▶ No smoking policy in place? ▶ Suitable units for dispensing smoking materials?				<b>LOW</b>	No action required	
		Yes					No
		Yes					No
5i.	<b>Gas</b> ▶ Inspected by competent person in the last 12 months? ▶ Clear of combustible materials?				<b>LOW</b>	No action required	
		Yes					No
		Yes					No
5j.	<b>Lightning</b>		No		No	<b>LOW</b>	No action required
6.	<b>Fire Loading</b>						

6.1	<b>Combustible materials</b>		<b>No</b>		<b>No</b>	<b>LOW</b>	No action required
6.2	<b>Flammable liquids and gases</b>  <ul style="list-style-type: none"> <li>▶ Kept to a minimum?</li> <li>▶ Adequately and securely stored?</li> <li>▶ Storage of flammable liquid by regular hirer</li> </ul>					<b>LOW</b>	Contents of storage units sent to SNECA committee annually  Fire Risk Assessment from regular hirers to store flammable items annually
			<b>No</b>		<b>No</b>		
			<b>No</b>		<b>No</b>		
		<b>Yes</b>		<b>Yes</b>			
<b>7.</b>	<b>Training</b>						
7.1	<b>Emergency Arrangements</b>  <ul style="list-style-type: none"> <li>▶ SNECAC aware of action to take in the event of a fire starting?</li> <li>▶ SNECAC aware of action to take in the event of the fire alarm sounding?</li> <li>▶ Visitors/ contractors also aware of the above?</li> </ul>					<b>LOW</b>	No action required
		<b>Yes</b>			<b>No</b>		
		<b>Yes</b>			<b>No</b>		
		<b>Yes</b>			<b>No</b>		
<b>8.</b>	<b>General</b>						
8.1	<b>Records</b>  <ul style="list-style-type: none"> <li>▶ Maintenance, testing and inspection records kept?</li> <li>▶ Monthly hall inspections (to include fire) kept?</li> </ul>					<b>LOW</b>	No action required  Records are maintained and kept by SNECA chair person
		<b>Yes</b>			<b>No</b>		
		<b>Yes</b>			<b>No</b>		

Item Number	Area of Review	Action Required	Notes/Comments/ Actions	Target Date
6.2	Regular Hirer storage arrangements – potential fire hazard	Request annually regular hirer risk assessments with regards to any potential ignition sources /outdoor fire related activities to ensure compliant with SNECA Fire R.A.	All noted as part of the Fire Risk Assessment	
H/A	Potential for small BBQ's outside on carpark	In the event that a hirer wishes to have a small BBQ outside, the hirer must provide a risk assessment.		Ongoing



**Note: Shaded areas to be completed by member of Stafford North End Community Association Committee**