



## FIRE RISK ASSESSMENT



Lenton Community Centre



2021

28 MAR 2021

RELEVANT LEGISLATION	Yes No
<b>Fire Safety Legislation</b>	
The Regulatory Reform (Fire Safety) Order 2005	Yes
The Fire Safety (Scotland) Regulations 2006	
Fire Safety (Employee Capabilities) Regulations 2010	yes
Dangerous Substances and explosive Atmospheres Regulations 2002	No
<b>Other Legislation</b>	
The Health & Safety at Work Act 1974	Yes
The Management of Health & Safety at Work Regulations 1999 (as amended)	Yes
<b>Other Relevant Information</b> <p>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 requirements of the Regulatory Reform (Fire Safety) Order 2005, as appropriate and in line with P.A.S. 79 Fire risk assessment - Guidance and a recommended methodology. It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this report seeks to ensure your compliance with this statutory requirement, forming a periodic review. This report does not address the risk to property or business continuity from fire.</p> <p>The assessment visit and report:</p> <ul style="list-style-type: none"> <li>✓ Identifies site details, including responsible and competent persons, site description, and fire loss information.</li> <li>✓ Details the fire protection measures in an asset register.</li> <li>✓ Provides an assessment of all hazards relevant to the site and the associated control measures in place, covering:</li> </ul> <p>Means of Escape.</p> <p>Structural and Similar Measures to control Fire.</p> <p>Fire Detection and Warning, and other Fire Protection Systems</p> <p>Provision of Emergency Lighting</p> <p>Portable Fire Fighting Equipment</p> <p>Fire Safety Signs and Notices</p> <p>Sources of Fuel, including combustible materials and housekeeping.</p> <p>Sources of Oxygen</p> <p>Sources of Ignition</p> <p>Fire Safety Management, including Planning for Emergencies.</p> <ul style="list-style-type: none"> <li>✓ Identifies any new control measures required.</li> <li>✓ Assesses the fire risk level.</li> </ul> <p>The assessments, observations and recommendations are pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained.</p>	



Employer or other responsible person	Susan Rider (Manager)		
Name of Premises	Lenton Community Centre		
Address	Willoughby Road, Lenton, Nottingham		
Post Code	NG7 1RQ	Telephone N°	0115 9412422
Name of Assessor(s)	A Eastman MIFPO, Tech IOSH		
Date of Assessment	28/05/2021	Date of Review	28/05/2023

### Building

### GENERAL INFORMATION

Property Use	<p>the building is split as follows</p> <p>the ground floor has a swimming pool to the rear with meeting room and halls leading off the main reception</p> <p>the first floor is set up a small individual office which has it's own entrance at the front of the building</p> <p>the basement is mainly open plan and is used for storage</p>		
N° of floors	2	N° of floors below ground	1
Approx area in m <sup>2</sup> of footprint of building	1230	Age of building	front part early 1930's later pool was added 1966
Brief details of construction	<p>the building is of brick construction with a tiled roof being 2 story at the front then single story later construction behind with flat roof, the pool was added in 1966</p> <p>the building has been going through constant upgrades and modernisation and is well maintained</p> <p>it stands within its own plot and is fenced in</p>		

### GENERAL INFORMATION

### Building Occupants

Enter range A= <20, B= 20 – 49, C=50-99, D=100-1000, E= >1000

<b>Occupancy Profile:</b> <i>Maximum Number of persons, in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.</i>	WEEKDAYS		WEEKENDS	
	0000 to 0400		0000 to 0400	
	0400 to 0800	A	0400 to 0800	A
	0800 to 1200	B	0800 to 1200	B
	1200 to 1600	B	1200 to 1600	B
	1600 to 2000	B	1600 to 2000	B
	2000 to 2400		2000 to 2400	
	Atypically mobile for this type of occupancy			<input checked="" type="checkbox"/>
<b>Description of Occupants:</b> Predominant Type	Average mobility for this type of occupancy			<input type="checkbox"/>



	Untypically vulnerable for this type of occupancy	<input type="checkbox"/>
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### Potential Loss/Risk

<b>Sole Supplier in UK:</b> <i>Providing high value or unique service or products:</i>	If yes give brief details:		<b>Yes</b>	<b>No</b>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Exceptional Value:</b> <i>Value of rebuild and restock:</i>	If yes give brief details:		<b>Yes</b>	<b>No</b>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Heritage Risk:</b> <i>Building of National Importance or international significance.</i>	If yes give brief details:		<b>Yes</b>	<b>No</b>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Community Loss:</b> <i>Exceptional value or impact to the community.</i>	If yes give brief details:		<b>Yes</b>	<b>No</b>
	<b>Building used by many local community groups and would be hard to replace</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Property Loss:</b> <i>Estimate the extent of fire and smoke damage arising from an uncontrolled fire and whether it is likely to be:</i>	<b>Note: Tick only one box in this section</b>  Damage beyond building of origin:		Tick one box below	Estimate damage within 50m <sup>2</sup>
		Confined to room or compartment of origin:	<input checked="" type="checkbox"/>	<b>50</b>
		Confined to the floor of origin:	<input type="checkbox"/>	
		Confined to the building of origin:	<input type="checkbox"/>	
		Tick one box below		
		Less than 500m <sup>2</sup>	<input checked="" type="checkbox"/>	
		500m <sup>2</sup> to 999m <sup>2</sup>	<input type="checkbox"/>	
	1000m <sup>2</sup> to 9999m <sup>2</sup>	<input type="checkbox"/>		
	100000m <sup>2</sup> to 100000m <sup>2</sup>	<input type="checkbox"/>		
	Over 100000m <sup>2</sup>	<input type="checkbox"/>		

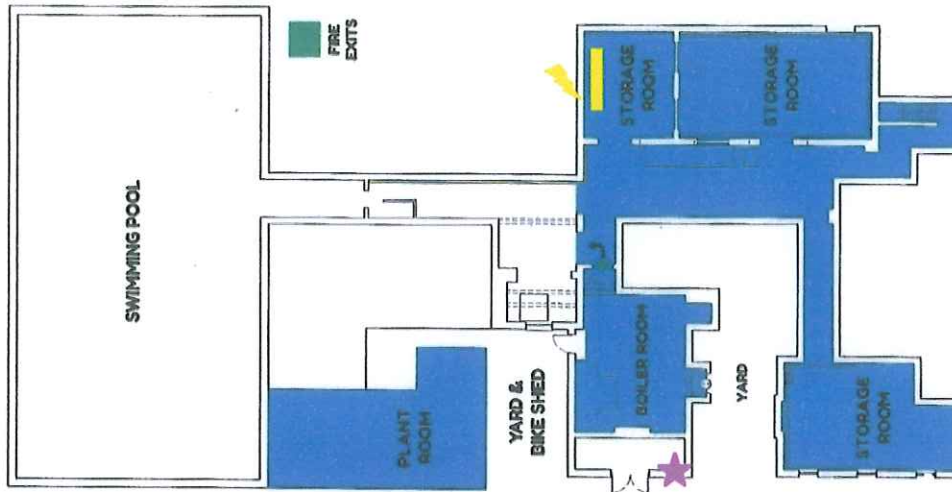


**Other Relevant Information:**

**The centre only opens from 08:00 to 20:00 each day with duty manager always on-site access to the 1<sup>st</sup> floor offices is via its own locked door to the front, the door the leads into the community centre from this access has a keypad entry for the office side but allows exit in an emergency form the centre**

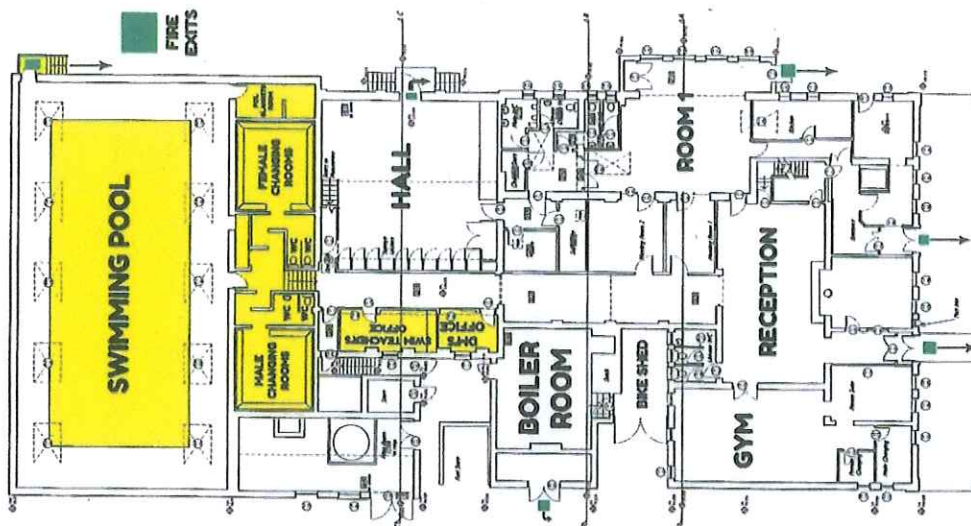


# Building Plan



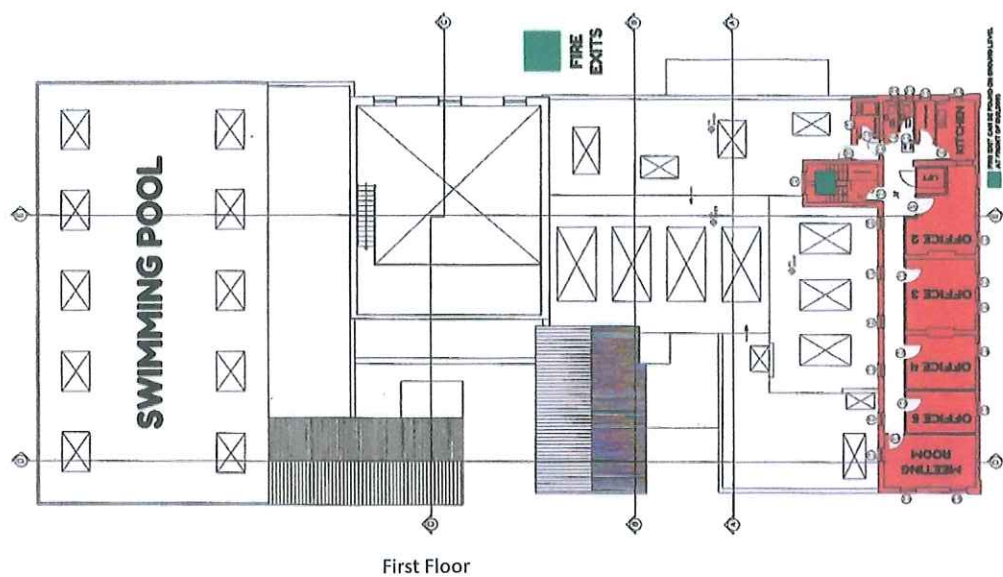
Basement

- ★ Gas shut off
- ⚡ Main Power isolator



Ground Floor





These plans show general building layout internal walls have been moved to create the flats and retail units, for general overview only.

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 1. SOURCES OF FUEL

<b>1.1 Are there any highly flammable substances in the premises. E.g. Paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams – polystyrene / polyethylene?</b>	<input type="checkbox"/> Yes Go to 1.2	<input checked="" type="checkbox"/> No Go to 1.3
<b>1.2 Control Measures</b>  Replace them with safer alternatives Remove or significantly reduce any highly flammable substances Keep them in fire resisting stores Separate them from heat sources by use of fire resisting construction Keep minimum quantity in workroom Ensure all containers are kept closed when not in use Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>1.3 Are flammable liquids or gases used or stored in areas without adequate Ventilation?</b>	<input type="checkbox"/> Yes Go to 1.4	<input checked="" type="checkbox"/> No Go to 1.5
<b>1.4 Control Measures</b>  Improve ventilation Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>1.5 Are there quantities of combustible material stored, on display, or in use in the premises. E.g. Paper, cardboard, packaging, fabrics, wood?</b>	<input type="checkbox"/> Yes Go to 1.6	<input checked="" type="checkbox"/> No Go to 1.7
<b>1.6 Control Measures</b>  Replace stocks of combustible materials with non combustibles Reduce stocks of readily combustible materials to a minimum Separate such materials from heat sources or by fire resisting construction Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>1.7 Are quantities of combustible waste allowed to accumulate in the premises such as Paper, cardboard, wood shavings, dust?</b>	<input type="checkbox"/> Yes Go to 1.8	<input checked="" type="checkbox"/> No Go to 1.9
<b>1.8 Control Measures</b>  Improve the arrangements for the disposal of waste and rubbish Improve the general housekeeping Ensure staff are aware of the standard of housekeeping required Give specific additional training to the staff responsible Other (state here)  <div style="text-align: right; margin-top: -20px;">BASEMENT T104</div>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



<b>1.9 Does the premises contain foam filled furniture which is not combustion modified (see label) or is worn to the point that it exposes the foam interior?</b>	<input type="checkbox"/> Yes Go to 1.10	<input checked="" type="checkbox"/> No Go to 1.11
<b>1.10 Control Measures</b>  Replace or repair Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>1.11 Are areas of walls or ceilings covered with combustible linings? such as walls covered with carpet tiles, ceilings covered with polystyrene tiles. Do notice boards have large amounts of loose paper on them?</b>	<input type="checkbox"/> Yes Go to 1.12	<input checked="" type="checkbox"/> No Go to 1.13
<b>1.12 Control Measures</b>  Remove Reduce Treat with fire resisting solution Cover Replace large notice boards with small Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>1.13 Are combustible seasonal or promotional decorations, artificial foliage or plants used to decorate the premises?</b>	<input type="checkbox"/> Yes Go to 1.14	<input checked="" type="checkbox"/> No Go to 1.15
<b>1.14 Control Measures</b>  Remove Treat with fire resisting solution Introduce real plants Replace with non combustible plants Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>1.15 Are there additional sources of oxygen stored or used, such as oxidising chemicals, oxygen cylinders or piped systems?</b>	<input type="checkbox"/> Yes Go to 1.16	<input checked="" type="checkbox"/> No Go to 2.1
<b>1.16 Control Measures</b>  Move oxidising material away from any heat or flammable materials Control use and storage of oxygen and chemicals Remove sources of ignition Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 1:



## 2. SOURCES OF IGNITION

<b>2.1 Does the work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks?</b> <b>Are hazards introduced by outside contractors and building works?</b>	<input type="checkbox"/> Yes Go to 2.2	<input checked="" type="checkbox"/> No Go to 2.3
<b>2.2 Control Measures</b>  Replace with a cold system Implement a hot work permit system Minimise the amount of combustible materials on the work area Arrange so that hot metal and sparks are safely contained Eliminate hot surfaces/sparks Ensure satisfactory control over works carried out by outside contractors Impose fire safety conditions on outside contractors Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>2.3 Does the work activity involve processes such as incinerating or Cooking?</b>	<input type="checkbox"/> Yes Go to 2.4	<input checked="" type="checkbox"/> No Go to 2.5
<b>2.4 Control Measures</b>  Ensure that cookers, incinerators, etc. are used in accordance with manufacturer instructions. Ensure they are cleaned regularly including surfaces, ducts or flues Ensure food cooking is not left unattended Give additional specific training to staff responsible Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>2.5 Are heating appliances portable or of a radiant or open flame type?</b>	<input type="checkbox"/> Yes Go to 2.6	<input checked="" type="checkbox"/> No Go to 2.7
<b>2.6 Control Measures</b>  Replace equipment with fixed convector heaters Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions Ensure that all heaters are adequately guarded Ensure all portable heaters are stable and void of flammable materials Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>2.7 Is smoking permitted?</b>	<input checked="" type="checkbox"/> Yes Go to 2.8	<input type="checkbox"/> No Go to 2.9
<b>2.8 Control Measures</b>  Implement a smoking policy which provides for a safe smoking area and prohibition elsewhere Ensure suitable arrangement for informing visitors Enforce the prohibition of matches and lighters in high-risk Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



<b>2.9 Are there light fittings near combustible materials?</b>	<input type="checkbox"/> Yes Go to 2.10	<input checked="" type="checkbox"/> No Go to 2.11
<b>2.10 Control Measures</b>  Remove combustible materials Replace tungsten/halogen bulbs with fluorescent tubes in areas where there is a possibility that combustible materials may be ignited Other (state here)	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	
<b>2.11 Is electrical equipment and wiring: Faulty, damaged or not used in accordance with the Manufacturers Recommendations?</b>	<input type="checkbox"/> Yes Go to 2.12	<input checked="" type="checkbox"/> No Go to 2.13
<b>2.12 Control Measures</b>  Repair or replace faulty or damaged equipment Portable Appliance Testing carried out Fixed installations periodically inspected and tested Suitable policy regarding the use of personal electrical appliances Ensure all fuses are the correct rating Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>2.13 Are inspection lamps or extension leads used?</b>	<input checked="" type="checkbox"/> Yes Go to 2.14	<input type="checkbox"/> No Go to 2.15
<b>2.14 Control Measures</b>  Ensure extension leads are fully uncoiled Limit extension leads and adaptors Ensure extension leads are not overloaded Suitable guards are covering inspection lamps Ensure flexible power cables are kept as short as possible and safely routed Other (state here)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>2.15 Is Arson a potential problem?</b>	<input type="checkbox"/> Yes Go to 2.16	<input checked="" type="checkbox"/> No Go to 2.17
<b>2.16 Control Measures</b>  Improve security measures e.g. lighting, cameras Remove combustible storage / waste bins from perimeter of building Ensure combustible storage is contained with lid secure Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

2.17 Is lightning a potential problem?	<input type="checkbox"/> Yes Go to 2.18	<input checked="" type="checkbox"/> No Go to 3.1
2.18 Control Measures  Install lightning protection system Extend fire detection to cover roof void Incorporate measures in your emergency plan Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 2:

2.13 extension leads used within basement maintenance area need to be pat tested and limited during inspection numerous cables trailing across floor these should be removed when not in use and stored to prevent damage

RICKS AREA

 PAT TESTED

MAINTENANCE AREA PAT TESTED 2021, 2022  
+ NEW LIGHT FITTING ADDED AUG 2021



### 3. IDENTIFY PEOPLE AT RISK

<b>3.1 Are there any groups of people at increased risk from fire i.e. work in remote areas, lone working, sleeping?</b>	<input type="checkbox"/> Yes Go to 3.2	<input checked="" type="checkbox"/> No Go to 3.3
<b>3.2 Control Measures</b>  Can they be re-located Improve the means for warning them about fire i.e. alarm and detection system Improve means of escape Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>3.3 Are there people present who may be unable to react quickly to a fire due to safety critical work process?</b>	<input type="checkbox"/> Yes Go to 3.4	<input checked="" type="checkbox"/> No Go to 3.5
<b>3.4 Control Measures</b>  Introduce appropriate close down procedure Improve means of warning / means of escape Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>3.5 In the event of a fire are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?</b>	<input checked="" type="checkbox"/> Yes Go to 3.6	<input type="checkbox"/> No Go to 3.7
<b>3.6 Control Measures</b>  Incorporate Measures in your Emergency Plan Provide additional specialist equipment If staff are required to assist in an evacuation, ensure sufficient numbers and appropriate training Provide safe refuges Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WAP JIGSAW SEED NOTHCYP  PASLASSGS MGMTS SCOT
<b>3.7 Are visitors or members of the public likely to be unfamiliar with the escape routes ?</b>	<input checked="" type="checkbox"/> Yes Go to 3.8	<input type="checkbox"/> No Go to 3.9
<b>3.8 Control Measures</b>  Ensure employees are adequately trained to assist with evacuation Improve signage Other (state here)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	SIGNAGE DOORS ✓





<b>3.9 Are builders, contractors or maintenance workers temporarily on site?</b>	<input type="checkbox"/> Yes Go to 3.10	<input checked="" type="checkbox"/> No Go to 4.1
<b>3.10 Control Measures</b>  Ensure they are aware of fire safety arrangements and emergency plan Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	

Note any significant findings from section 3:

3.5 long term room hirers who have disabled members attending should be part of the training on the site evacuation plan, which needs to be practiced as a minimum yearly

3.7 good plan in place for site evacuation of general public, all staff trained and duty manager takes charge

EVACUATION BOX WITH  
EVACUATION CARDS DONE

JULY 2021  
COMPLETE

EMERGENCY DRILLS TO BE CARRIED OUT.  
MADE EXTENSION CABLES IN BASEMENT

#### 4. MEANS OF ESCAPE FROM FIRE



<b>4.1 In the event of fire can everyone safely escape from the premises?</b>	<input checked="" type="checkbox"/> Yes Go to 4.3	<input type="checkbox"/> No Go to 4.2
<b>4.2 Control Measures</b>  Ensure existing exit routes and exits are available and unobstructed Improve fire alarm / detection system Provide additional routes and exits Provide training for safe evacuation Secure reasonable arrangements for disabled occupants Implement routine checks Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4.3 In the event of fire can everyone turn their back on the fire and evacuate to a place of safety?</b>	<input checked="" type="checkbox"/> Yes Go to 4.5	<input type="checkbox"/> No Go to 4.4
<b>4.4 Control Measures</b>  Provide additional escape routes Provide and maintain protected routes Provide compensating features i.e. smoke detection, engineer solution Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4.5 Do doors on escape routes, where necessary, open in the direction of travel?</b>	<input checked="" type="checkbox"/> Yes Go to 4.7	<input type="checkbox"/> No Go to 4.6
<b>4.6 Control Measures</b>  Reduce number of people using exit to less than 60 people Re-hang in direction of travel Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4.7 Are door fastenings on exit routes and final exits easily operable?</b>	<input type="checkbox"/> Yes Go to 4.9	<input checked="" type="checkbox"/> No Go to 4.8
<b>4.8 Control Measures</b>  Replace with a more suitable fastening Provide notices giving information on how to operate exit doors Provide training on operating techniques Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SKINAGRAM ALL DOORS



<b>4.9 Are any fire resisting doors a poor fit or requiring fitment or attention to a self closing mechanism?</b>	<input checked="" type="checkbox"/> Yes Go to 4.10	<input type="checkbox"/> No Go to 4.11
<b>4.10 Control Measures</b>  Fit self closers Ensure doors fit correctly Implement routine check on door operation and maintain as required Other (state here)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>Nick ✓</i> <i>Nick ✓</i>
<b>4.11 Are any fire resisting doors wedged or propped open?</b>	<input type="checkbox"/> Yes Go to 4.12	<input checked="" type="checkbox"/> No Go to 4.13
<b>4.12 Control Measures</b>  Fit automatic door closers Ensure employees are aware of fire safety precautions Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4.13 Are all exit routes and exits adequately signed ?</b>	<input checked="" type="checkbox"/> Yes Go to 4.15	<input type="checkbox"/> No Go to 4.14
<b>4.14 Control Measures</b>  Install sufficient signs to enable people to find their way out Ensure signs are unobstructed and clearly visible from an appropriate distance Other (state here)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<i>Signs</i>
<b>4.15 Are all exit routes and exits adequately illuminated ?</b>	<input checked="" type="checkbox"/> Yes Go to 5.1	<input type="checkbox"/> No Go to 4.16
<b>4.16 Control Measures</b>  Install emergency lighting Improve existing emergency lighting Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



#### Compliance Section 4

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Emergency routes and exits.**

emergency lighting throughout the building covering all escape routes which is tested monthly by duty managers and annually by trained electrician ✓ EXTRA LIGHTING 2021 + 2022 NOOOR

easy to follow escape route which lead to final fire exits allowing all person to escape to a final place of safety as 360 degs access around building

all escape routes have fire rated doors fitted with self closers to stop the spread of fire and smoke SELF CLOSERS ATTACHED 2021 NOV

overall standard is very good defects have been noted below 😊

4.7 replace missing push bar operating signs final exit doors ✓ ALL ATTACHED 2021

4.13 replace faded fire exit keep clear signs on outside of final exit doors (all require this) and on steel door from fire escape by pool office ✓ REPLACED 2022

4.2 remove cones and carpet off cuts from corridor by pool office to final exit door and ensure towels are not hung on push bar to dry ✓ REMOVED JULY 2021

4.9 plan replacement schedule for remaining office doors to be fitted with 30 minute fire rated door as they do not fit the frames - NICK X2 OFFICES

replace missing cold smoke seal on door to basement - NICK



EMERGENCY EXIT X2

✓ CA

SIGNS DONE  
JULY 2021

PUSH BAR TO OPEN X2

✓ CA





REPLACE OLD DOORS X2 -NICK  
OFFICE 4 REPLACED 2022 APRIL



## 5. FIRE FIGHTING AND FIRE DETECTION

<b>5.1 Are there sufficient extinguishers and hose reels of the appropriate type for the risk and are they located correctly?</b>	<input checked="" type="checkbox"/> Yes Go to 5.3	<input type="checkbox"/> No Go to 5.2
<b>5.2 Control Measures</b>  Provide suitable additional fire fighting equipment including specialist equipment for special hazards Locate on stands or brackets Make visible and unobstructed Provide additional signage Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>5.3 Have sufficient people been trained in the use of fire fighting equipment?</b>	<input type="checkbox"/> Yes Go to 5.5	<input checked="" type="checkbox"/> No Go to 5.4
<b>5.4 Control Measures</b>  Implement training programme Other (state here)	<i>NAME BASIC FIRE TRAINING MARSHALL</i> <input checked="" type="checkbox"/> <input type="checkbox"/>	<i>TRAINING PROGRAMME</i>
<b>5.5 In the event of fire are there suitable arrangements for giving warning, including where necessary automatic fire detection?</b>	<input checked="" type="checkbox"/> Yes Go to 5.7	<input type="checkbox"/> No Go to 5.6
<b>5.6 Control Measures</b>  Install a more effective fire alarm system and or detection system Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <i>INSTALLED 2021 APPROX TO 2023 APRIL</i>	
<b>5.7 Is the signage for the fire fighting equipment and fire alarm satisfactory?</b>	<input checked="" type="checkbox"/> Yes Go to 5.9	<input type="checkbox"/> No Go to 5.8
<b>5.8 Control Measures</b>  Improve signage Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>5.9 Are all appropriate persons trained on how to operate the fire warning system and the action they should take upon hearing it?</b>	<input checked="" type="checkbox"/> Yes Go to 6.1	<input type="checkbox"/> No Go to 5.10
<b>5.10 Control Measures</b>  Implement training programme Provide clear instructions Other (state here)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	





## Compliance Section 5

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Fire fighting and Fire detection.**

The building has a mains detection system which covers the escape routes and other selected areas with the main panel being located in the entrance hall to the offices this is also complemented with some standalone battery-operated detectors in some meeting rooms, sounders are located throughout the building along with call points in my opinion this will provide early warning to any fire.

Fire Extinguisher points are located throughout the building which the correct number and type for the risk all are located on wall brackets to prevent damage. SERVICED JAN 2021  
JAN 2023  
JAN 2023

Defects

5.2 plan fire extinguisher refresher training for staff. ✓

5.4 install detectors and add to main system in the following areas to enhance the coverage

Main Hall ✓ X 2 DETECTORS ADDED APRIL 2023  
Boiler room/PLANT ROOM ✓ X 1 DETECTOR ADDED APRIL 2023  
Basement corridor ADDED 2023 APRIL  
PLANT ROOM ✓ X 1 DETECTOR ADDED APRIL 2023



## 6. PROCEDURES, ARRANGEMENTS AND TRAINING

6.1	Are sufficient person(s) available to assist in implementation of fire safety measures?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.2	Are appropriate fire procedures in place, recorded and available for relevant persons to read?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.3	Are people nominated to respond to fire and assist with evacuation?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.4	Is there appropriate liaison with the Fire and Rescue Authority?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.5	Are routine in-house inspections of fire precautions undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.6	Are new employees, tenants or building users given fire safety instruction on induction or taking overuse of the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.7	Are all staff given periodic refresher training at suitable intervals?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.8	Are building occupants aware of specific actions if there is a fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.9	Are staff with special responsibilities e.g. Fire Marshals/Wardens/stewards given additional training?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6.10	Have the Employers of contractors working at the premises ie. cleaners been informed of significant findings and fire procedures?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.11	Are persons under 18 employed, if so has an assessment been made of risks special to them and have their parents been informed of significant findings and fire procedures?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6.12	Are fire drills carried out at appropriate intervals?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



Indicate any deficiencies in this section :-  
very well Managed site with records to back up all items in section 6

2/2



## 7. MAINTENANCE AND TESTING

<b>7.1 Are the premises adequately maintained?</b>	<input checked="" type="checkbox"/> Yes Go to 7.3	<input type="checkbox"/> No Go to 7.2
<b>7.2 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>7.3 Are door fastenings on all exit doors adequately maintained?</b>	<input checked="" type="checkbox"/> Yes Go to 7.5	<input type="checkbox"/> No Go to 7.4
<b>7.4 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>7.5 Do all self closing devices and hold open devices work correctly?</b>	<input type="checkbox"/> Yes Go to 7.7	<input checked="" type="checkbox"/> No Go to 7.6
<b>7.6 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input checked="" type="checkbox"/> <input type="checkbox"/>	KITCHEN ✓ 16.1.2022 ✓ COMPLETED 2022
<b>7.7 Has the emergency lighting system been tested and serviced (Monthly, Six-monthly, Annually) and according to manufacturers instructions?</b>	<input checked="" type="checkbox"/> Yes Go to 7.8	<input type="checkbox"/> No Go to 7.9
<b>7.8 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	
<b>7.9 Has the fire alarm / detection system been regularly tested and serviced (Weekly, Annually) and according to manufacturers instructions?</b>	<input checked="" type="checkbox"/> Yes Go to 7.11	<input type="checkbox"/> No Go to 7.10
<b>7.10 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	





<b>7.11 Have all fire extinguishers and hose reels been regularly tested and Serviced (Monthly, Annually) and according to manufacturers instructions?</b>	<input checked="" type="checkbox"/> Yes Go to 7.13	<input type="checkbox"/> No Go to 7.12
<b>7.12 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	

<b>7.13 Has the sprinklers and fixed fire fighting systems been regularly tested and serviced (Weekly, Quarterly, Six-monthly, Annually) and according to manufacturers instructions?</b>	<input type="checkbox"/> Yes Go to 8.1	<input type="checkbox"/> No Go to 7.14
<b>7.14 Control Measures</b>  Correct any deficiencies and implement maintenance programme Other (state here)	<input type="checkbox"/> <input type="checkbox"/>	

#### Compliance Section 7

Indicate the preventative and protective fire safety measures taken to show compliance with Part II of the Order for Maintenance.

approved companies used for annual inspections and testing with users carrying out weekly and monthly testing.

all records up to date with item due this year planned in

7.5 self-closer on main door to reception failed, company who installed it book to carry out repairs



CORRECTED June 2021

## 8. FIRE SAFETY RECORDS

8.1 Have fire safety arrangements been recorded in a way that can be easily interpreted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.2 Are there details of any significant findings from the fire risk assessment and any actions taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.3 Are there records of testing and checking of escape routes, including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.4 Are there records of testing and maintenance of emergency lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.5 Are there records of testing and maintenance of fire alarm / detection systems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.6 Are there records of false fire alarms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.7 Are there records of testing and maintenance of fire extinguishers, hose reels and sprinkler systems etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.8 Are there records of relevant training of employees including evacuation drills?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8.9 Are there records of emergency plans and actions for the relevant people to take in the event of fire?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Indicate any deficiencies in this section :-  
all records present and in date



# FIRE RISK ASSESSMENT Significant findings

Postcode: NG7 1RQ

Premises address: Lenton Community Centre

Assessor 2: (If applicable)

Assessor 1: A Eastman

Risk Assessment Date: 28/05/2021

Item No	Section and Sub Paragraph	Description of Unsatisfactory Condition	Persons at Risk	Existing Control Measures (if any)	Proposed Remedial action. By When, By Who
1	2.13	extension leads used within basement maintenance area	staff	pat test carried out for building	extension leads used within basement maintenance area need to be pat tested and limited during inspection numerous cables trailing across floor these should be removed when not in use and stored to prevent damage  to be completed with one month
2	3.5	longterm room hirers who have disabled members attending should be part of the training on the site evacuation plan, which needs to be practiced as a minimum yearly	Staff	good plan in place for site evacuation of general public, all staff trained and duty manager takes charge	carry out training with regular users of the hired rooms with in one month - SEND ALL BOOKINGS - RISK ASSESSMENTS - ADV THEM TO READ ON.

NICK  
/ done  
COMPLETED  
ALL REMOVED  
2021

WAP  
EVACUATION

WAP  
CORE ACTIVITIES  
SEED  
LIFESAVING  
MAGNISE  
CANNON  
QUACKS  
CHARTING WAKES  
BRANCOCE



3	4.2	cones and carpet off cuts from corridor by pool office to final exit door pose a trip hazard and block the escape route. towels hung on push bar to dry	All	all other escape routes clear this small corridor not used often	remove cones and carpet off cuts from corridor by pool office to final exit door and ensure towels are not hung on push bar to dry, carryout checks of area inform staff about issues one week ✓done JULY 2021
4	4.7	missing push bar operating signs final exit doors	All		install new push bar operating signs on final exit doors one month ✓done JULY 2021
5	4.9	first floor office doors do not fit the frames and lead onto protected escape route	All	some door already replaced and high risk area such as kitchen and stairs have fire rated doors along with some offices	plan replacement schedule for remaining office doors to be fitted with 30 minute fire rated door as they do not fit the frames 12 months N/A
6	4.13	faded fire exit keep clear signs on outside of final exit doors (all require this) and on steel door from fire escape by pool office	All	some signs in place but don't conform to BS 5499 and are faded	replace faded fire exit keep clear signs on outside of final exit doors (all require this) and on steel door from fire escape by pool office. with sign that comply to BS 5499 ✓done REPAIRED SIGNS



7		missing cold smoke seal on door to basement this will stop the spread of smoke to remainder of building	All	door is of a solid wood construction but cold smoke seal is no longer there	replace missing cold smoke seal on door to basement one month	nick
8	5.1	fire extinguisher refresher training for staff. not in date	staff		plan fire extinguisher refresher training for staff. 6 months	8 10/1 SOLVED
9	5.3	Some areas lack fire detection within the building as these are not in use all the time a fire could burn for some time before detection	All	Main's detection and alarm system installed to L4 level  PLANT Main Hall Boiler room Basement corridor  Cabling has already been run to these areas during the recent system up-grade  To be completed as funding allows with next 18 months. / completed	install detectors and add to main L4 system in the following areas to enhance the coverage. Main Hall Boiler room Basement corridor  Cabling has already been run to these areas during the recent system up-grade  To be completed as funding allows with next 18 months. / completed	8 10/1 SOLVED
10	7.5	self-closer on main door to reception failed,	All	All other door closers work well, repairs already in hand	company who installed it book to carry out repairs. Will test main front door opens on alarm activation as well	8 10/1 SOLVED

11	No instruction for use of lift during fire	all	Install notices for lift use in event of a fire provide instruction for staff to be added to fire safety procedures.	4/11/21 5/19/21 ✓done
12	Access open to under pool from basement could allow for area to become dumping ground	staff	One week 2021 completed Repair door and lock off to restrict access. New fixed 2022 One month	11/11/21 12/11/21 12/11/21
13	Add set of building plans to fire emergency box for emergency services	Staff	Plans already drawn up Give arriving emergency services copies of building plans with the power and gas isolation points marked will allow them to tackle the incident quicker and lessen the damage it will cause. Plans in SWAC Box One week	20/11/21 ✓done

EVACUATION BOX  
UPDATED  
JUNE 2023 +  
STAFF TRAINING  
24 JUNE 2023 RECORDS  
16/07/23

