

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Responsible Person (Employer or other person having control of the relevant premises)	Cranbrook Town Council are the owners (landlord) and are responsible for all common areas within the building. Individual tenant organisations are responsible for areas highlighted within their tenancy agreement.		
Address of Premises	The Younghayes Centre, 169 Younghayes Road, Cranbrook,		
Postcode	EX5 7DR		
Assessor:	Mr Les Bayliss member of Cranbrook town council (Retired Aviation Fire Officer)		
Date of Fire Risk Assessment	7 th May 2021		
(This risk assessment should be reviewed every 4 years or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)			
Subsequent Review Dates			
Reviewed by	L. Bayliss Joanna Stephenson	Date	10 th November 2021
Reviewed by	L. Bayliss Joanna Stephenson	Date	19 th May 2022
Reviewed by	L. Bayliss Joanna Stephenson	Date	2 nd May 2023

The Premises	
Number of floors in building: (To include basements)	2, Ground floor and 1 st floor
Approximate floor area: (m ²) (To include all floors of responsibility)	730 square meters
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	A multi-purpose building located in Cranbrook, which was transferred to Cranbrook Town Council on 21 st November 2019 The building comprises of a steel frame with brick and block cavity masonry wall, clad

	<p>externally in face brick, cedar cladding curtain walling with both standing seam metal pitch and single ply membrane roofs.</p> <p>Set on two floors; approx. 908m2 total GIFA (733m2 Community and 175m2 Medical Centre).</p> <p>The building comprises two separate zones. Zone one (Community) on the ground floor is an entrance lobby, communal corridor, offices, community hall, store and plant rooms, kitchen, male, female, and disabled persons toilets. There is a staircase and lift to access the first-floor rooms that comprise a small landing, office, small meeting room, and a storeroom.</p> <p>Zone two is the separate self-contained Medical Centre located in the remainder of the ground floor. <u>This fire risk assessment only relates to the common parts and community use side of the building and does not include the separate Medical Centre.</u></p>
Primary usage: (eg Hotel, Shop)	Community Centre
Secondary usage: (eg Kitchen, Bar, Function Room, Offices)	Office Space

Occupants Especially At Risk From Fire	
Sleeping occupants (Details of numbers - public/staff)	None
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	N/A for Staff
Occupants in remote areas (Lone working/isolated areas)	Staff may on occasions work alone within the building. Lone working risk assessment. Health and Safety Policy (Arrangements)
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	N/A

Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	N/A
Visitors	Unknown
Occupants whose first language is not English	N/A

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?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

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
Deficiencies:	Remedial Action Required:	
General Comments:		

Portable Heaters

Portable heaters are used within the premises.		Yes
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		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
Deficiencies:	Remedial Action Required:	
General Comments:		
All portable heating appliances are covered by PAT annually.		

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	
Deficiencies:	Remedial Action Required:
General Comments:	
Heating and hot water are supplied via a District heating network supplied by Eon from its nearby energy centre. Hot water is fed direct to a holding unit within the plantroom and then pumped through the building to supply hot tap water and radiators. The plantroom is protected with a 60-minute fire rated wall. Maintenance carried out by competent engineers.	

Cooking

Filters cleaned or changed, and ductwork cleaned regularly?	Catering equipment serviced Annually
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	YES
Identified Hazards	Existing Control Measures
Are there any improvement recommendations	
Deficiencies:	Remedial Action Required:
General Comments:	
The kitchen fire shutter is linked to fire alarm system to automatically close if triggered.	

Lightning

The building has a lightning protection system.		YES
Is the lightning protection system subject to a suitable maintenance regime?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		NO
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		NO
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	N/A
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
Combustible materials being stored under the open space under the stairs leading to the first floor.		The space under the stairs should be kept clear of combustible materials.

Deficiencies:	Remedial Action Required:

General Comments:
Because there was no ignition source it presents a low risk. However, there is the potential should a fire occur in this area it could prevent evacuation of the first floor. It is therefore desirable not to store combustible materials in this area. Area now clear.

Hazards Introduced By Contractors And Building Works

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	Yes
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Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?	Yes
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If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?	N/A
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Give details: There are no in house maintenance personnel.

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises?

NO

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

Arrangements for Evacuation

Evacuation Strategy

Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.

State which strategy(ies) have been adopted. Single Stage (normal) and Progressive Horizontal (where Identified as being necessary)

Single Stage Evacuation

It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.

YES

Progressive Horizontal Evacuation

Relevant persons are dependent on staff to assist with their escape.

Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.

NOTE - Progressive Horizontal Evacuation is subject to the following

Protected areas should be designed to provide:

- Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.
- Progressive movement away from a fire via sequential adjoining protected areas.
- Means for escape via stairway(s) should this become necessary.

The number and size of the protected areas depends on a number of factors:

- the time it will take to evacuate people from the area of a fire to an adjacent protected area;
- the number of people to be evacuated;
- the level of any mobility impairment;
- the number of staff to assist in evacuation;
- the fire protection arrangements;
- layout of the premises; and
- location and number of staircases;

N/A

<p>Delayed Evacuation</p> <p>Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60-minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary, the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		N/A
<p>Written copies of Evacuation Procedures are located as follows:</p> <p>Wall mounted fire evacuation signage positioned around the building. Fire emergency plans kept in the emergency box situated in the lobby</p>		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan.	YES
Adequate design of escape routes?	YES
Where there is escape in a single direction? State the distance of maximum travel. First floor single escape route approximately . .	26.3m
Where there are alternative means of escape? State the distance of maximum travel. Ground floor escape route approximately . .	36.1m
Suitable protection of escape routes? (Fire resisting construction)	YES
Adequate provision of exits? State the capacity of each exit. 320 -400	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. Describe the arrangements below.	YES
Does the evacuation plan fit with the floor space factors?	YES
Identify dead end corridors. Are the appropriately covered?	NONE
Identify inner rooms. Are the appropriately covered?	YES
Identified Hazards	Existing Control Measures
Are there any improvement recommendations	
Deficiencies:	Remedial Action Required:
General Comments:	

Measures To Limit Fire Spread And Development

It is considered that there is:

Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation .

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?

Unknown

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

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

Deficiencies:

Remedial Action Required:

General Comments:

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		Yes
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided?	YES	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Break glass Call Points		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) BS5839 L2	YES	
Throughout Premises	YES	
Part of Premises only		
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES	
Remote transmission of alarm signals to a monitoring station or other?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

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
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Other Relevant Fixed Systems And Equipment	
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Management of Fire Safety

Procedures And Arrangements	
Fire safety is managed by:	Cranbrook Town Council
Deputy or assistant:	Town Clerk
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES
State name and responsible element of fire safety: Joanna Stephenson (Property Administrator)	
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?	Only during opening hours
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?		Refer to Booking conditions
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?		
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		None
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Training And Drills	
Fire safety training is managed by:	Town Clerk
Deputy or assistant:	Deputy Town Clerk
Are all staff given adequate fire safety instruction and training on induction?	YES On line
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	Annual
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	N/A
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal. Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation. Identity of persons nominated to use fire extinguishing appliances?	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES Annual
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information	YES

(e.g. on fire risks and fire safety measures)?		
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments: All staff undergo web-based fire awareness/fire warden training annually.		

Testing And Maintenance		
Testing and Maintenance is managed by:		Joanna Stephenson (CTC Property Manager)
Deputy or assistant:		
Adequate maintenance of workplace?		
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)		YES
Monthly and annual testing routines for emergency escape lighting?		YES
Annual maintenance of fire extinguishing appliances?		YES
Periodic inspection of external escape staircases and gangways?		YES
Six monthly inspection and annual testing of rising mains?		N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?		N/A
Weekly testing and periodic inspection of sprinkler installations?		N/A
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:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comment		

Recording

Appropriate records held for:

Fire drills?	YES
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Fire training?	YES
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Fire alarm tests?	YES
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Emergency escape lighting tests?	YES
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Maintenance and testing of other fire precaution systems?	YES
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Location of Records: (Available for inspection by Fire Authority if required)

Give Details: CTC Office

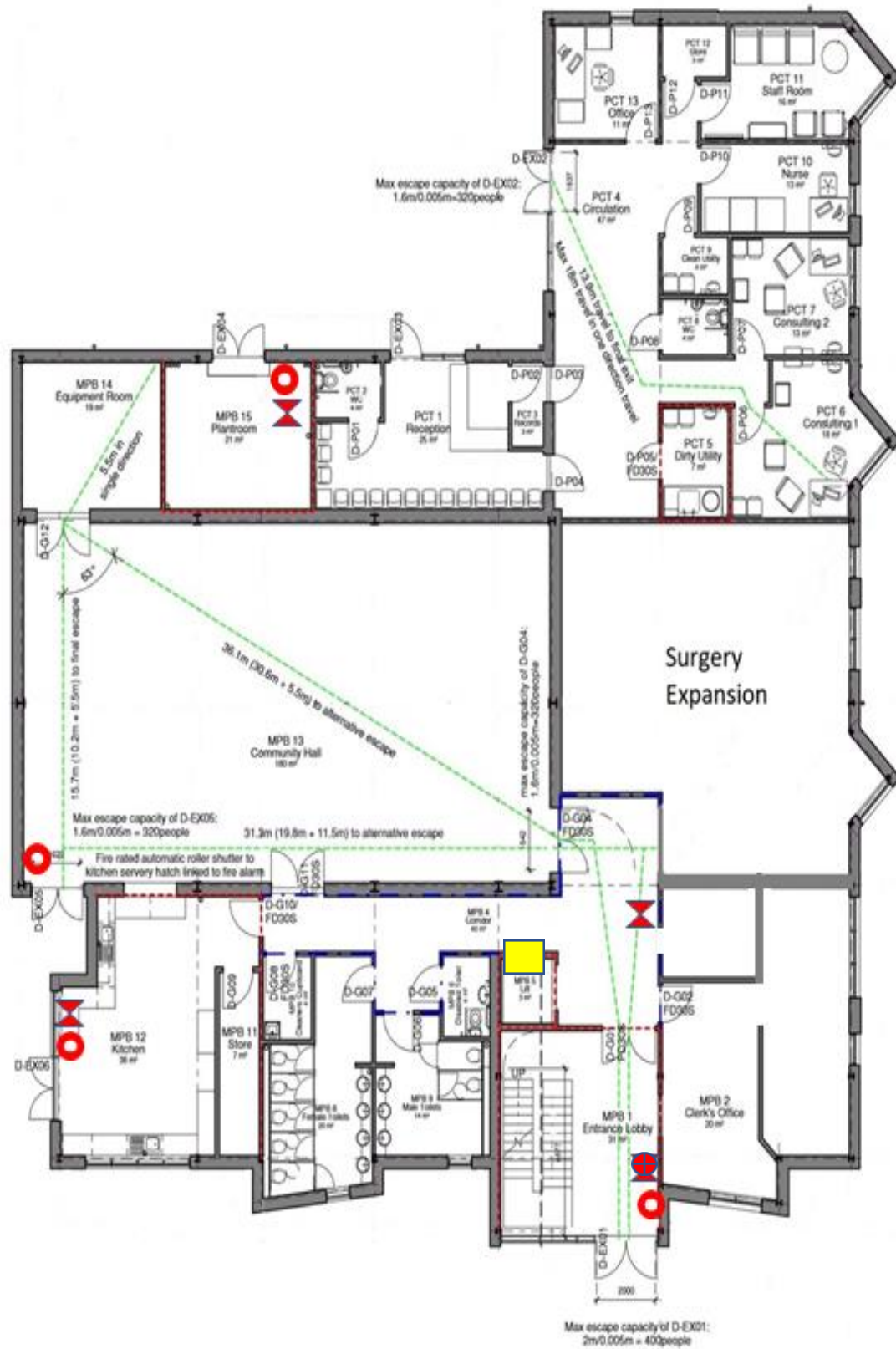
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

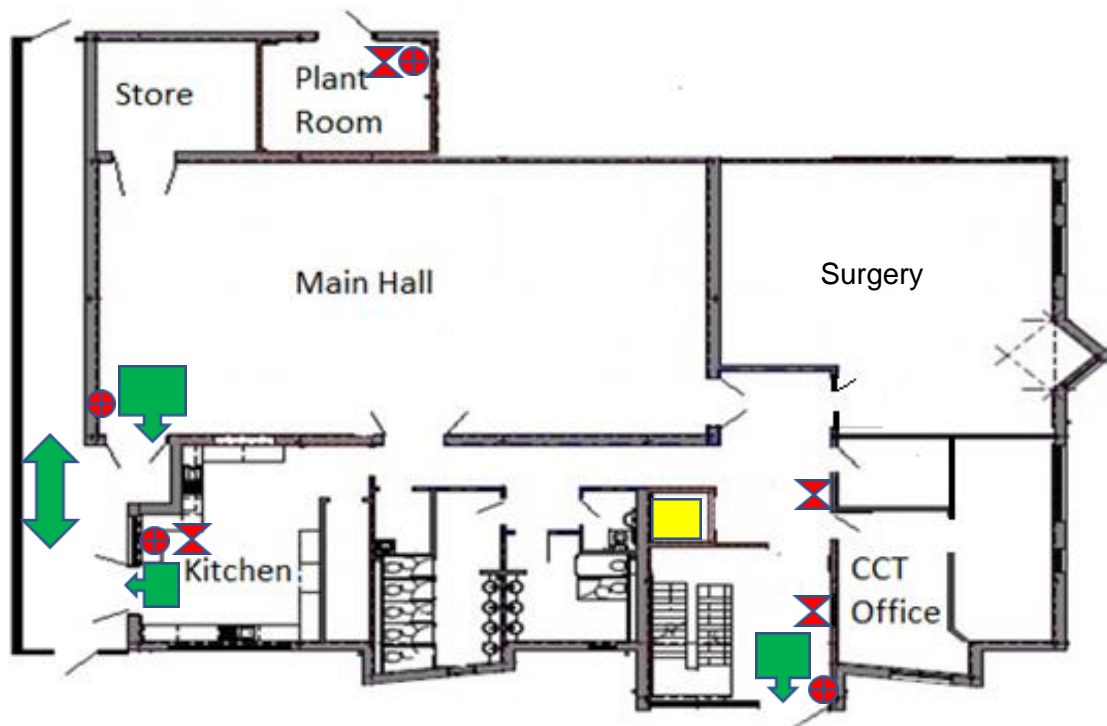
Younghayes Community Centre

Ground Floor



Fire Exit Lift Fire Panel Call Points Extinguishers

Ground Floor



Fire Exit  Lift  Fire Panel  Call Points  Extinguishers  

First Floor

