

Fire Risk Assessment 2022

**Gwaun Cae Gurwen
Community Centre,
New Road, Gwaun Cae
Gurwen, SA18 1UN**

28/03/2022

**Advice on Safety Matters
Specialising in Fire Safety**



Fire Risk Assessment & Action Plan Report

**Gwaun Cae Gurwen Community Centre, New Road,
Gwaun Cae Gurwen SA18 1UN**



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Index

1) Introduction

2) Fire Risk Assessment including Significant findings

3) Action Plan

4) Simple Action Plan

5) Photograph Report

PART 1 INTRODUCTION

The following document is a fire risk assessment & significant findings in accordance with Article 9 of The Regulatory Reform (Fire Safety) Order 2005.

The purpose of the report is to provide an assessment of the fire risk to life in these premises. Recommendations are made to ensure compliance with legislation and to remove or reduce fire hazards and to reduce fire risks to an acceptable level. This report does not address the risk to property or business continuity from fire but by default some measures for life safety may also go some way for protection in these areas.

This fire risk assessment report does not constitute a warranty against any future results or any assurance against risk. It should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates or if a fire occurs. If a fire occurs it is advised to review this fire risk assessment.

This report represents the best judgement of the consultant involved in its preparation and in part based upon information provided by others for which it is unable to guarantee the accuracy of the information.

The fire risk assessment is completed on the basis of that the fire risk assessor has no control of the premises including any control of any management. It is considered that the responsible person(s) (as per the report) are those having control. The fire risk assessor has no control of the premises whatsoever.

It is reasonable to continue the ongoing use of the premises for its intended purpose, subject to the significant findings being actioned in a reasonable time frame.

The use of photographs within this report serves to illustrate a particular point to aide understanding and does not necessarily mean that all points have been captured in photographs and are included. The written element within the report should be considered.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

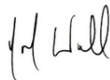
Specific Information

Responsible person (e.g. employer) or the person having control of the premises:	Owner & Employer: Gwaun Cae Gurwen Community Council
Address of premises:	Gwaun Cae Gurwen Community Centre, New Road, Gwaun Cae Gurwen SA18 1UN
Person(s) consulted:	Ffion Lewis, Clerk for Gwaun Cae Gurwen Community Council
Assessor:	Ken Wall BSc (Hons.) MSc. G.I.Fire.E.
Report validated by:	Shaun Doyle BSc (Hons) IEng FIFireE MIFSM CMIOSH FInstLM FRACS
Date of fire risk assessment:	28/3/2022
Date of previous fire risk assessment:	3/3/2009
Suggested date for review ¹⁾ :	28/3/2023

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

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.

Fire Risk Assessor



Ken Wall
BSc (Hons.) MSc. G.I.Fire.E.

Fire Consultant & Authenticator



Shaun Doyle
BSc (Hons) IEng FIFireE MIFSM CMIOSH FInstLM FRACS

<http://www.warringtoncertification.com/fracs/individual-register.html#FRA17>



FRA 17



On behalf of;
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This fire risk assessment should be reviewed by a competent person by the date indicated above 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.

This fire risk assessment is based on PAS 79: 2020 Fire Risk assessment - Guidance and recommended methodology. The use of this format is authorised as a purchaser of the Publicly Available Specification from British Standards institute. Further information on format and detail can be sourced from the latest publication.

GENERAL INFORMATION

A THE PREMISES

A1	Number of floors at ground floor level and above:	Ground floor only
	Number of floors entirely below ground level:	Nil
	Floors on which car parking is provided:	Nil
A2	Approximate floor area:	325 m ²
	Approximate floor area:	m ² gross
	Approximate floor area:	m ² on ground floor
A3	Brief details of construction: Modern brick construction, with pitched, slate roof. See photograph 1.	
A4	Use of premises: Community Centre, available for hire for local groups.	

B THE OCCUPANTS

B1	Approximate maximum number:	Information indicated Licensed to hold 270
B2	Approximate number of employees at any one time:	Part-time caretaker
B3	Maximum number of members of public at any one time:	270
B4	<u>Occupancy Types</u> Occupants who are awake and unfamiliar with the building	This describes occupants who are in a particular premises only on occasional circumstances, perhaps as a visitor, and the premises is not used for sleeping purposes. Some visitors may develop familiarity with the premises through attendance with regular local group activities.

C OCCUPANTS ESPECIALLY AT RISK FROM FIRE

C1	Sleeping occupants:	No persons
C2	Disabled occupants:	Disabled may be present as part of local group attendance
	Other Disabled occupants:	As above
C3	Occupants in remote areas and lone workers:	None
C4	Young person's:	Young persons present as part of local group attendance
C5	Others:	Occasional contractor

D FIRE LOSS EXPERIENCE

- 1) No fire loss experienced.
- 2) No information for Unwanted fire alarms.

E OTHER RELEVANT INFORMATION

The community centre is situated on New Road, Gwaun Cae Gurwen, and forms part of a tri-occupied premises having a NHS Clinic on one side, the local Library on the other side and the Community Centre sandwiched between. Each occupation has its own entrance and each operates independently, but there are link doors, but the NHS Clinic and the Library operate separately and independently and so are not included as part of this Fire Risk Assessment. The Community Centre itself comprises a main hall, having ancillary rooms comprising a kitchen, store rooms and toilets, and has an external oil-fired boiler room with an oil tank enclosure. The hours of opening vary due to the hiring availability, but general hours are 08.30 to 17.30, with occasional evening use.

The premises are provided with the following systems;

There is automatic smoke detection provided through all areas, as well as automatic heat detection in the kitchen and the boiler room, along with manual call points adjacent to main exits, sounders, and a fire alarm panel, which appears to conform to BS 5839 Part 1 category L3.

There is emergency lighting provided comprising non-maintained and maintained units, and appears to be in accordance with BS 5266.

The means of escape comprises 3 exit routes offering alternative direction of travel within acceptable travel distances, and with exit doors of sufficient dimensions for the maximum occupancy indicated.

Evacuation Mode: The evacuation strategy is total evacuation in the event of a fire occurring.

The extent of this fire risk assessment is applicable to the whole of the community centre as a place of assembly.

The Fire Risk assessment was undertaken giving cognisance to ongoing Covid 19 control measures. In that regard, a measured inspection was undertaken maintaining social distancing and minimising contact with surfaces/items.

General information on Multi-occupied Buildings - The landlord in a multi-occupied building is responsible for fire safety in the common areas and common systems of the building and for fire safety measures that can only effectively be provided and maintained by him or her e.g. sprinkler systems.

Such measures include maintaining and testing the fire alarm system, emergency lighting and maintaining the lightning protection and organising fire drills. If there is communal heating this would also be down to them or if sprinkler systems are employed throughout the building. Article 22 of the Regulatory Reform (Fire Safety) Order 2005 (FSO) requires that the responsible person in each of the premises of a multi-occupied building must cooperate to comply with the FSO. This includes the landlord.

With regard to the tenants in the building, each is required by the existing legislation to conduct their own fire risk assessment for the areas of the building for which they are responsible.

All tenants are required by virtue of Article 18 of the Regulatory Reform (Fire Safety) Order 2005 to cooperate with the landlord or building manager and each other to provide suitable fire safety arrangements.

F RELEVANT FIRE SAFETY LEGISLATION

F1 The following fire safety legislation applies to these premises:
1) Regulatory Reform (Fire Safety) Order 2005

F2 The above legislation is enforced by:
1) Local fire & rescue service; Mid and West Wales Fire & Rescue Service

F3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:
The Licensing Act 2003

F4 The legislation to which F3 makes reference is enforced by:
Neath Port Talbot Local Authority

F5 Is there an alterations notice in force? Yes No
Relevant information and deficiencies observed:

F6 Comments:

Fire Risk Assessment Key Areas

This fire risk assessment has considered the following fire hazards and it is divided into the following parts;

Fire Hazards and there Elimination or Control

- 1 Electrical
- 2 Smoking
- 3 Arson
- 4 Portable Heaters & Heating Installation
- 5 Cooking
- 6 Lightning
- 7 Housekeeping (potential for ignition)
- 8 Hazards introduced by Outside Contractors
- 9 Dangerous Substances
- 10 Other Significant Hazards

Fire Protection Measures

- 11 Means of Escape
- 12 Fire Spread
- 13 Emergency Lighting
- 14 Fire Safe Signs and notices
- 15 Fire Warning and Detection
- 16 Manual Fire Extinguishers
- 17 Auto Fire Extinguishers
- 18 Other relevant fixed systems

Management of Fire Safety

- 19 Procedures and Arrangements
- 20 Training and Drills
- 21 Testing and Maintenance
- 22 Records

Note: the following sections uses a system of a cross with a number (X1) in a box to high light a specific issue and a note made corresponding in each section of the cream coloured box. The note in each section is advised to be considered.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1 ELECTRICAL SOURCES OF IGNITION

1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
1.2	More specifically:		
	a) Fixed installation periodically inspected and tested?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	b) Portable appliance testing carried out?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	c) Suitable policy regarding the use of personal electrical appliances?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	d) Suitable limitation of trailing leads and adapters?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	e) Other	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	
1.3	Comments and hazards observed: 1) The electrical installation appeared to have been last inspected 04/02/2018 and indicated for re-inspection 04/01/2021 so was overdue - see Photograph 2. 2) Portable appliance testing was last carried out 7/8/20, and so appeared to be due for re-test - see Photograph 3. 3) There did not appear to be personal electric equipment generally in use. 4) There were no extension leads found to be in use.		

2 SMOKING

2.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.2	More specifically:		
	a) Smoking prohibited in the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	b) Smoking prohibited in appropriate areas?	N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	c) Suitable arrangements for those who wish to smoke?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	d) Did the smoking policy appear to be observed at time of inspection?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.3	Comments and hazards observed: 1) There is a no smoking policy which is supported by the display of "no smoking" signs.		

3 ARSON

3.1	Does basic security against arson by outsiders appear reasonable? ¹⁾	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.3	Comments and hazards observed: 1) Premises secured at night and enclosed by fencing. 2) The areas around the premises were maintained clear of fire loading.		

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.

4 PORTABLE HEATERS AND HEATING INSTALLATIONS			
4.1	Is there satisfactory control over the use of portable heaters?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.2	Are fixed heating and ventilation installations subject to regular maintenance?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4.3	Comments and hazards observed: 1) The premises is served by an oil-fired boiler with adjacent oil storage tank, but there was no information to confirm servicing and maintenance.		
5 COOKING			
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	More specifically, are filters cleaned or changed	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	Other	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
5.4	Comments and hazards observed: 1) Small kitchen with microwave ovens, toaster and kettle which have previously been subject to PAT testing. 2) Carbon Dioxide fire extinguisher and fire blanked provided.		
6 LIGHTNING			
6.1	Does the building have a lightning protection system?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.2	Comments and deficiencies observed: 1) There did not appear to be lightning protection, which is suitable for low rise buildings.		
7 HOUSEKEEPING			
7.1	Is the standard of housekeeping adequate?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	More specifically:		
	a) Do combustible materials appear to be separated from ignition sources?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.3	Comments and hazards observed: 1) Housekeeping was generally good at the time of the inspection.		

8 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

8.1	Is there satisfactory control over works carried out in the building?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
	More specifically:			
	a) Where appropriate, are fire safety conditions imposed on outside contractors?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
	b) Where appropriate, is a permit to work system used (e.g. for 'hot work')?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
	c) Are suitable precautions taken by in-house maintenance personnel who carry out works?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8.2 **Comments:**
1) There was no information to confirm the Council policy on contractors and building works.

9 DANGEROUS SUBSTANCES 2)

9.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?3)	N/A <input checked="" type="checkbox"/> X1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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9.2 **Comments:**
No dangerous substances identified during assessment.

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.

10 HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

10.1 **Hazards:**
1) There were no other significant hazards and process hazards identified during the assessment.

10.2 **Comments and deficiencies observed:**
No further comment.

FIRE PROTECTION MEASURES

11 MEANS OF ESCAPE FROM FIRE

11.1	Is the design and maintenance of the means of escape considered adequate?	Yes <input checked="" type="checkbox"/> X1	No <input type="checkbox"/>
11.2	More specifically:		
	a) Do staircase and exit capacities appear to be adequate for the number of occupants? 4)	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X1
	b) Are there reasonable distance of travel? • where there is escape in a single direction?	N/A <input checked="" type="checkbox"/> X1	Yes <input type="checkbox"/>
	• where there are alternative means of escape?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X1
	c) Is there adequate provision of exits?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X1
	d) Do fire exits open in the direction of escape, where necessary?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X
	e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/>
	f) Are the arrangements provided for securing exits satisfactory?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X
	g) Is a suitable standard of protection designed for escape routes?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X
	h) Are there reasonable arrangements for means of escape for disabled people?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X2

11.3 **Comments and deficiencies observed:**

1) The means of escape for the premises comprises 3 exit routes from the main hall enabling alternative direction of travel within acceptable travel distances, with the exit widths sufficient to accommodate the indicated maximum capacity of 270, and is therefore considered suitable. Main Hall Exits 2 @ 1450mm, and one @ 1400mm, losing largest exit to fire would leave 1450 (280 persons) and 1400 (270 persons) exits, suitable for the maximum occupancy of the premises. The ancillary areas are direct to the main entrance, with an alternative exit route through the main hall, and so is considered suitable

2) It is likely that disabled persons would attend the premises, and exits are of suitable width and routes from final exits are all suitably ramped.

11.4	Are the escape routes available for use and suitably maintained?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X3
	More specifically:		
	a) Are fire resisting doors maintained in sound condition and self-closing, where necessary?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/>
	b) Is the fire resisting construction protecting escape routes in sound condition? 5)	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/>
	c) Are all escape routes clear of obstruction?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X4
	d) Are all fire exits easily and immediately openable?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X

11.5 **Comments and deficiencies observed:**

3) All exit routes were maintained clear and exit doors appeared suitable, with the main entrance open when the premises are occupied and the two further exits openable with a Push-Bar mechanism.

4) There were roller blinds located over the Fire Exits from the main hall which could potentially obstruct the exit if lowered to the door itself - see Photograph 4.

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

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.

12 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

12.1 It is considered that there is:
 a) compartmentation of a reasonable standard⁶⁾. Yes X1 No

b) reasonable limitation of linings that might promote fire spread? Yes X2 No

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

12.3 Other N/A X Yes

12.4 Comments and deficiencies observed:
 1) The premises was treated as one fire compartment due to its overall size and configuration, with alternative means of escape available within suitable travel distances and a comprehensive fire alarm, so no further fire resisting compartmentation is necessary.
 2) The linings of walls comprised painted, plastered walls and considered suitable. There were several Notice Boards present - see Photograph 5.

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.

12.5 Fire Growth
 The following descriptor provides an overall estimation of how quickly fire is likely to grow and spread within the premises. A Fire Growth descriptor may be applied to the whole of the premises, and also to a specific area, as may be necessary.

Medium	Fire Growth Medium – low to medium amounts of fire loading, with a mix of combustible materials, evenly distributed through the premises.
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13 EMERGENCY ESCAPE LIGHTING

13.1 Reasonable standard of emergency escape lighting system provided? ⁸⁾ N/A Yes X1 No

13.2 Comments and deficiencies observed:
 1) There was emergency lighting provided, comprising maintained and non maintained units, appearing to be to BS 5266, 3 hour duration

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

14 FIRE SAFETY SIGNS AND NOTICES

14.1 Is there a reasonable standard of fire safety signs and notices? Yes X1 No

14.2 Comments and deficiencies observed:
 1) Fire Action Notices, fire extinguisher signage and fire exit signs displayed.

15 MEANS OF GIVING WARNING IN CASE OF FIRE

- 15.1 Is a reasonable fire detection and fire alarm system provided? N/A Yes No
- 15.2 Is there remote transmission of alarm signals? N/A Yes No
- 15.3 Is a zone plan displayed? N/A Yes No

15.4 Comments and deficiencies observed:
 1) The fire alarm system comprised automatic detection through all areas and rooms, as well as sounders, manual call points on exit routes and a fire alarm panel, and appeared to be to BS 5839 Part 1 category L3.

15.5 Relevant information on false alarm experience (if known):
 There appeared to have been no false alarms.

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

16 MANUAL FIRE EXTINGUISHING APPLIANCES

- 16.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes No
- 16.2 What type(s) of appliances are provided? Portable fire extinguishers: Hose Reels: Fire Blankets:
- 16.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

16.4 Comments and deficiencies observed:
 1) Fire fighting equipment provided, comprising suitable fire extinguishers and a Fire Blanket all subject to annual test.

17 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 17.1 Type of system:
 1) No systems present
- 17.2 Comments:
 No further comment.

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

18 OTHER RELEVANT¹¹⁾ FIXED SYSTEMS AND EQUIPMENT

18.1 Type of fixed system:
 1) No other relevant fixed systems and systems were identified.

18.2 Comments:
 No further comment.

18.3 Is there suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc? N/A Yes No

18.4 Comments:
 2) No high voltage luminous tube signs identified during the assessment.

18.5 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

18.6 Comments:
 3) There were photovoltaic cells present (see Photographs 6 and 7), but there was no signage to direct the emergency services to the location of the emergency isolation switch.

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

MANAGEMENT OF FIRE SAFETY

19 PROCEDURES AND ARRANGEMENTS

19.1	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:		
	Ffion Lewis, Clerk for Gwaun Cae Gurwen Community Council		
19.2	Fire safety at the premises is managed by: ¹²⁾ Ffion Lewis, Clerk for Gwaun Cae Gurwen Community Council		
19.3	Is there a suitable record of the fire safety arrangements? Comments:	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
	1) There are Fire Action Notices displayed to direct the fire safety arrangements for all users/visitors. However, there appeared to be no information confirming the necessary fire safety provisions and procedures included in the 'Conditions of Hire' provided to those using the Community Centre.	No <input checked="" type="checkbox"/>	
19.4	Are procedures in the event of fire appropriate and More specifically:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	a) Are there adequate procedures for investigating fire alarm signals?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
	b) Are there suitable arrangements for summoning the fire and rescue service?		Yes <input checked="" type="checkbox"/>
	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 <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
	e) Is there a suitable fire assembly point(s)?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
	Comments: The fire evacuation policy is full evacuation on activation of the fire alarm system 1) There are Fire Action Notices directing the necessary Fire safety procedures, but there does not appear to be any fire safety instruction included with the conditions of hire 2) As various groups hire and use the Hall, persons are unlikely to be sufficiently trained to enable suitable investigative actions and so where the cause of an alarm is not evident, groups are directed to evacuate on actuation of the fire alarm system. 3) Fire Action Notices direct that evacuating occupants will call and liaise with attending fire service. 4) Groups hiring the Hall may include disabled persons, and therefore information provided should inform that their evacuation arrangements should ensure all persons are able to evacuate safely.		No <input checked="" type="checkbox"/>
19.5	Are there persons nominated to use fire extinguishing appliances? Comments:	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
	5) As various groups use the Hall, individual training in the use of fire extinguishers cannot be confirmed, and so the primary direction is evacuation, but use of the fire extinguishers is available where persons are confident in their use.		No <input checked="" type="checkbox"/>
19.6	If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? Comments:	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
	6) There is no information to confirm the coordination of fire safety arrangements between each occupier.		No <input checked="" type="checkbox"/>

19.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A 7 Yes No

Comments:

7) Groups hiring the Hall may include disabled persons, and each group is required to ensure all persons are able to evacuate safely.

19.8 Is there appropriate liaison with fire and rescue service (I.e. by fire and rescue service crews visiting for familiarisation visits)? N/A Yes No

Comments:

No immediate Fire and Rescue visit required

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

Comments:

It is appears that health & safety inspections are undertaken.

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.

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.

20 TRAINING AND DRILLS

20.1 Are all staff given adequate fire safety instruction and training? N/A Yes No 1

More specifically:

a) Are they trained on induction? N/A Yes No 1

b) Are they given periodic refresher training? N/A Yes No 1

c) Are they given additional training to cover any specific roles and responsibilities? N/A Yes No 1

d) Is the content of training provided considered adequate? ¹⁴⁾ N/A Yes No 2

Comments:

1) No permanent staff, caretaker on site to open/close and for maintenance, but no record of previous fire safety training
2) No information to confirm recent fire safety training.

20.2 Are fire drills carried out at appropriate intervals? N/A Yes No 3

Comments:

3) There were no records of recent drills held.

20.3 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 4

Comments:

4) There was no information available to confirm the provision of fire safety information to other employees on site.

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

21 TESTING AND MAINTENANCE			
21.1	Is there adequate maintenance of the premises?	Yes <input checked="" type="checkbox"/> X1	No <input type="checkbox"/>
Comments: Caretaker allocated roll for general maintenance.			
21.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X1
Comments: 1) Fire Alarm: Records indicated no testing since 2011, and only included commissioning certificate dated 25/06/09			
21.3	Are monthly and annual testing routines in place for the emergency escape lighting?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X2
Comments: 2) Emergency Lighting: No testing since 2011 recorded.			
21.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes <input checked="" type="checkbox"/> X3	No <input type="checkbox"/>
Comments: 3) Fire Fighting Equipment: Annual service undertaken August 2021, but no monthly checks in place.			
21.5	Is periodic inspection of external escape staircases and gangways undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.6	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.7	Are weekly and monthly testing, six monthly inspection, and annual testing undertaken of lift(s) provided for use by firefighter or evacuation of disabled people (evacuation lifts)?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.9	Are routine checks of final exit doors and/or security fastenings undertaken?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X4
Comments: 4) Fire Exits: No information to confirm regular checks			
21.10	Are annual inspection and test of lightning protection system undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.11	Other relevant inspections or tests:	No other tests undertaken	
21.12	Comments and deficiencies observed:	There does not appear to be a routine in place for tests/checks of the fire safety provisions in place.	

22 RECORDS

22.1 Are there appropriate records of:

a) Fire drills?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
b) Fire training?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X2
c) Fire alarm tests?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X3
d) False alarms?	N/A <input checked="" type="checkbox"/> X4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Emergency escape lighting tests?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X5
f) Maintenance and testing of other fire protection systems?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X6/7

22.2 Comments:

There is a Fire Safety Log Book in place, but there are no entries for routine checks since 2011.

- 1) Fire Drills: No Drills undertaken
- 2) Fire Training: No information available to confirm training.
- 3) Fire Alarm: See Section 21.2
- 4) False Alarms: None Recorded
- 5) Emergency Lighting: See Section 21.3
- 6) Firefighting Equipment: See Section 21.4
- 7) Fire exits and exit routes: See Section 21.9

FIRE RISK ASSESSMENT

1

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

Potential consequences of fire Likelihood of fire		Slight harm	Moderate harm	Extreme harm
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	X
High	

2. 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 building 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	X
Extreme harm	

3. 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 it is unlikely to involve 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	X
Substantial	
Intolerable	

Comments (General summary):
 Once the specific issues are resolved this will reduce the overall risk to a tolerable level.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 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 fire 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 reviewed regularly.)

ACTION PLAN

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

Trivial

Tolerable

X

Definition of priorities (where applicable):

Action Time Scales		
	Priority Key	Time
High Risk	1	Immediate / urgent / short term action required
Medium Risk	2	Medium term action required typically 1 month.
Low Risk	3	Longer term action required typically 6 months.
Tolerable	4	Tolerable: Typically no further works
Not applicable	5	Not applicable N/A
Advisory	A	Advisory comments

PART 3: FRA Summary & Action Plan				
Gwaun Cae Gurwen Community Centre, New Road, Gwaun Cae Gurwen SA18 1UN		Action by	Date Action Taken	P r i o r i t y
No	Section & Detail			
1	Electrical Sources Of Ignition FRA Section 1 Summary: 1) The electrical installation appeared to have been last inspected 04/02/2018 and indicated for re-inspection 04/01/2021 so was overdue - see Photograph 2. 2) Portable appliance testing was last carried out 7/8/20, and so appeared to be due for re-test - see Photograph 3. 3) There did not appear to be personal electric equipment generally in use. 4) There were no extension leads found to be in use.	Action by:	Date action taken:	
	Action Plan: 1) There were no current records to indicate that the electrical installation is subject to periodic testing. A competent person should have confirmed tests of all electrical installations within the last 5 years, issued a test certificate and any recommendations should be dealt with. A copy of the certificate should be available on site.			3
	2) Portable electrical appliance (PAT) testing appears to be overdue. Arrangements should be taken to ensure that all electrical appliances are retested. A certificate should be provided. Any new equipment is advised to be tested.			3
2	Smoking FRA Section 2 Summary: 1) There is a no smoking policy which is supported by the display of "no smoking" signs.	Action by:	Date action taken:	4
3	Arson FRA Section 3 Summary: 1) Premises secured at night and enclosed by fencing. 2) The areas around the premises were maintained clear of fire loading.	Action by:	Date action taken:	4
4	Portable Heaters And Heating Installations FRA Section 4 Summary: 1) The premises is served by an oil-fired boiler with adjacent oil storage tank, but there was no information to confirm servicing and maintenance.	Action by:	Date action taken:	
	Action Plan: 1) The oil fired system is advised to be serviced annually in accordance with guidance from OFTEC (Oil Firing Technical Association).			A
5	Cooking FRA Section 5 Summary: 1) Small kitchen with microwave ovens, toaster and kettle which have previously been subject to PAT testing.	Action by:	Date action taken:	4
6	Lightning FRA Section 6 Summary: 1) There did not appear to be lightning protection, which is suitable for low rise buildings.	Action by:	Date action taken:	
				5

7	House keeping FRA Section 7 Summary: 1) Housekeeping was generally good at the time of the inspection.	Action by:	Date action taken:	4
	1) Housekeeping was generally good at the time of the inspection.			
8	Hazards Introduced By Outside Contractors And Building Works FRA Section 8 Summary: 1) There was no information to confirm the Council policy on contractors and building works.	Action by:	Date action taken:	
	Action Plan:			
	1) Many serious fires occur during building and maintenance work. This type of activity can increase the risk of fire and therefore, needs to be carefully monitored and controlled. Extra fire precautions, e.g. Hot Work Permits, may be needed depending on the works being undertaken. The impact of building works on the general fire safety precautions, such as the increased risk from combustible materials and accumulated waste, should be continuously monitored. It is advised that only the minimum materials necessary for the work in hand should be allowed in or adjacent to the premises. Confirmation is therefore required that a suitable policy is in operation covering contractors prior to any works being undertaken, particularly where hot working may be involved.			3
9	Dangerous Substances FRA Section 9 Summary: No dangerous substances identified during assessment.	Action by:	Date action taken:	5
	No dangerous substances identified during assessment.			
10	Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact On General Fire Precautions FRA Section 10 Summary: 1) There were no other significant hazards and process hazards identified during the No further comment.	Action by:	Date action taken:	5

11	Means Of Escape From Fire FRA Section 11 Summary: 1) The means of escape for the premises comprises 3 exit routes from the main hall enabling alternative direction of travel within acceptable travel distances, with the exit widths sufficient to accommodate the indicated maximum capacity of 270, and is therefore considered suitable. Main Hall Exits 2 @ 1450mm, and one @ 1400mm, losing largest exit to fire would leave 1450 (280 persons) and 1400 (270 persons) exits, suitable for the maximum occupancy of the premises. The ancillary areas are direct to the main entrance, with an alternative exit route through the main hall, and so is considered suitable 2) It is likely that disabled persons would attend the premises, and exits are of suitable width and routes from final exits are all suitably ramped. 3) All exit routes were maintained clear and exit doors appeared suitable, with the main entrance open when the premises are occupied and the two further exits openable with a Push-Bar mechanism. 4) There were roller blinds located over the Fire Exits from the main hall which could potentially obstruct the exit if lowered to the door itself - see Photograph 4.	Action by:	Date action taken:	
	Action Plan: 4) There are blinds above the Fire Exit doors from the main hall to shade the sun glare through the fanlights above. However, the roller blinds when extended below the fanlights are obstructing the exit doors. The roller blinds should be removed, or secured in a position above the exit doors so that they are unobstructed and enable full access at all times the premises are in use.			3
12	Measures To Limit Fire Spread And Development FRA Section 12 Summary: 1) The premises was treated as one fire compartment due to its overall size and configuration, with alternative means of escape available within suitable travel distances and a comprehensive fire alarm, so no further fire resisting compartmentation is necessary.	Action by:	Date action taken:	
	Action Plan: 2) There was reasonable limitation of the linings of the walls that might promote fire spread; However there were several notice boards in use on the walls of the communal corridor. Strict management controls should be introduced to ensure that the notice boards are not used excessively and that the minimum amount of papers are attached to the display boards, by removing previous/excessive displays, and keep away from potential ignition sources, e.g. electrical sockets, to minimise the potential for fire spread			A
13	Emergency Escape Lighting FRA Section 13 Summary: 1) There was emergency lighting provided, comprising maintained and non maintained units, appearing to be to BS 5266, 3 hour duration	Action by:	Date action taken:	4
14	Fire Safety Signs And Notices FRA Section 14 Summary:	Action by:	Date action taken:	4
	1) Fire Action Notices, fire extinguisher signage and fire exit signs displayed.			
15	Means Of Giving Warning In Case Of Fire FRA Section 15 Summary: 1) The fire alarm system comprised automatic detection through all areas and rooms, as well as sounders, manual call points on exit routes and a fire alarm panel, and appeared to be to BS 5839 Part 1 category L3.	Action by:	Date action taken:	4

16	Manual Fire Extinguishing Appliances FRA Section 16 Summary: 1) Fire fighting equipment provided, comprising suitable fire extinguishers and a Fire Blanket all subject to annual test.	Action by:	Date action taken:	4
17	Relevant Automatic Fire Extinguishing Systems FRA Section 17 Summary: 1) No systems present No further comment.	Action by:	Date action taken:	5
18	Other Relevant Fixed Systems And Equipment FRA Section 18 Summary: No further comment.	Action by:	Date action taken:	5
	2) No high voltage luminous tube signs identified during the assessment.			
	3) There were photovoltaic cells present (see Photographs 6 and 7), but there was no signage to direct the emergency services to the location of the emergency isolation switch.			
	Action Plan:			
	3) Advise to provide signage to indicate to attending emergency services of location of emergency shut-off switches of the photovoltaic cells.			A

19	<p>Procedures And Arrangements FRA Section 19 Summary: 1) There are Fire Action Notices displayed to direct the fire safety arrangements for all users/visitors. However, there appeared to be no information confirming the necessary fire safety provisions and procedures included in the 'Conditions of Hire' provided to those using the Community Centre.</p>	Action by:	Date action taken:	
	<p>1) There are Fire Action Notices directing the necessary Fire safety procedures, but there does not appear to be any fire safety instruction included with the conditions of hire 2) As various groups hire and use the Hall, persons are unlikely to be sufficiently trained to enable suitable investigative actions and so where the cause of an alarm is not evident, groups are directed to evacuate on actuation of the fire alarm system. 3) Fire Action Notices direct that evacuating occupants will call and liaise with attending fire service. 4) Groups hiring the Hall may include disabled persons, and therefore information provided should inform that their evacuation arrangements should ensure all persons are able to evacuate safely.</p>			
	<p>5) As various groups use the Hall, individual training in the use of fire extinguishers cannot be confirmed, and so the primary direction is evacuation, but use of the fire extinguishers is available where persons are confident in their use.</p>			
	<p>Action Plan:</p>			
	<p>1) It is recommended that a fire emergency plan is produced for the premises which will augment the fire action notices which are provided. This plan should form an integral part of the 'Conditions of Hire' and be provided to those hiring the premises before the hire takes place, and the plan should be displayed on the premises notice boards. The purpose of the Fire Evacuation Plan is to ensure that the people in the premises know what to do in the event of a fire. the following detailed issues are included in the fire emergency plan:- WHAT STAFF SHOULD DO IF THEY DISCOVER A FIRE. How will people be warned there is a fire. The correct method of operating the fire alarm or raising the alarm, including the location of the fire alarm call points and alarm indicator panels. The location and use of the fire extinguishers and other fire fighting equipment provided and the arrangements for fighting the fire.</p>			3
	<p>1. Continued) THE ACTION TO BE TAKEN UPON HEARING THE FIRE ALARM. How the premises should be evacuated. The identification of all the alternative escape routes available. How people may gain immediate access to alternative escape routes and exit the building. Knowledge of the method of operation of special escape door fastenings. The arrangements for the safe evacuation of visitors to the premises. The arrangements for the safe evacuation of people who are identified as being especially at risk such as those with disabilities, young persons and lone workers. The correct method of calling the fire brigade and who is responsible for this. Where people should assemble after they have left the premises. 'Roll call' procedures for checking that the premises have been completely evacuated. Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of any special risks which exist, e.g. the location of highly flammable materials and the possible location of anyone known to be missing.. The Fire Evacuation Plan should be regularly reviewed and practiced to ensure it remains suitable and sufficient.</p>			3

20	Training And Drills FRA Section 20 Summary: 1) No permanent staff, caretaker on site to open/close and for maintenance, but no record of previous fire safety training 2) No information to confirm recent fire safety training. 3) There were no records of recent drills held.	Action by:	Date action taken:	
	Action Plan:			
	1) Employees need to receive instruction as soon as they start work for the organisation and be provided with ongoing refresher training at least annually. The Refresher training provided should be recorded in the log book. As there is only one member of staff and no significant risks have been identified, information and instruction may simply involve an explanation of the fire procedures and how they are applied. This should include confirmation of the fire-protection arrangements, including the designated escape routes, the location and operation of the fire-warning system and any other fire related equipment provided, such as fire extinguishers, and how to care for and evacuate vulnerable persons. The development of the Fire Evacuation Plan, in conjunction with the Fire action notices present will compliment this information.			3
	3) A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated or the alarm of fire raised verbally by a member of staff/group who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow. All groups who regularly use the premises should undertake a fire evacuation drill, at least once per year. A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training, such as to: <ul style="list-style-type: none"> • identify any weaknesses in the evacuation strategy; • test the procedure following any recent alteration or changes to working practices; • familiarise new members of staff/new users of the premises and others e.g. with procedures; and • test the arrangements for disabled people. 			3

21	<p>Testing And Maintenance FRA Section 21 Summary: Caretaker allocated roll for general maintenance.</p> <p>1) Fire Alarm: Records indicated no testing since 2011, and only included commissioning certificate dated 25/06/09</p> <p>2) Emergency Lighting: No testing since 2011 recorded.</p> <p>3) Fire Fighting Equipment: Annual service undertaken August 2021, but no monthly checks in place.</p> <p>4) Fire Exits: No information to confirm regular checks</p> <p>No other tests undertaken</p> <p>Action Plan:</p> <p>1) Fire Alarm User testing: The fire alarm system test should be carried out on a weekly basis by the testing of a different call point each week. The call points to be numbered and then by rotation these to be tested the same time and same day each week. Fire alarm competent person to test the fire alarm on an annual basis which may be tested either on a quarterly or six month frequency. All testing to be supported by suitable records within the Fire Safety Log Book.</p> <p>2) Emergency lighting: carry out monthly tests (as a minimum) on the emergency lighting system by simulating failure of power supplies. A record should be made of the resulting failure of any luminaries etc., and necessary repairs actioned. Emergency lighting should also be tested annually, in accordance with British Standard 5266-8, and results recorded in the fire log book. There should be additional, regular inspections of all luminaries to identify physical damage, cleaning or those not showing an illuminated battery charging light.</p> <p>3) Fire Fighting Equipment: Monthly checks (as a minimum) and an annual service in accordance with BS5306: Part 3 to be carried out and recorded. i.e. Visual check of: gauge pressure, (needle on green section) any damage, instruction label legibility, tamper tags in place and the extinguisher located where it should be; on brackets or in a stand. The fire fighting equipment should not to be obstructed.</p> <p>4) Fire exit doors and exit routes are no different as any other fire safety arrangement in that in that they should be suitable, by being;</p> <ul style="list-style-type: none"> • in an efficient state, • in efficient working order and • in good repair. <p>It is advised that fire exit doors to be opened quarterly as a minimum and the fire exit route walked to ensure it is acceptable and not obstructed and to ensure that;</p> <p>a) Fire exit doors are suitable and the fire exit route available.</p> <p>b) The exit route to be clear and not obstructed e.g. vegetation growing across the route.</p> <p>c) The fastenings on the door operate correctly and are effective to open the door.</p> <p>1-4) Arrangements are to be put in place to ensure that the testing arrangements for all fire safety measures are maintained should the Caretaker, or designated person, not be available to undertake the tests/checks.</p>	Action by:	Date action taken:	
				3
				3
				3
				3
				A

22	<p>Records FRA Section 22 Summary: There is a Fire Safety Log Book in place, but there are no entries for routine checks since 2011. 1) Fire Drills: No Drills undertaken 2) Fire Training: No information available to confirm training. 3) Fire Alarm: See Section 21.2 4) False Alarms: None Recorded 5) Emergency Lighting: See Section 21.3 6) Firefighting Equipment: See Section 21.4 7) Fire exits and exit routes: See Section 21.9</p>	Action by:	Date action taken:	
	<p>Action Plan:</p>			
	<p>There appears to be no regular routine in place for the testing, servicing and maintenance of the fire safety systems, or for maintaining records of any testing, servicing, maintenance and training carried out. A regular routine to be introduced to ensure fire safety measures are subject to suitable and sufficient checks and maintenance, and this is to be supported by the provision and maintenance, and regular review, of supporting records, including - a) fire alarm actuations, servicing and tests, (weekly and annual testing) b) emergency light tests, servicing and checks, (minimum monthly, and annual testing) c) staff fire training, (annual) d) fire evacuation drills, (six monthly or annual as a minimum) e) fire extinguisher checks and tests, (minimum monthly and annually) f) means of escape checks, (minimum quarterly) g) portable electrical appliance tests, (recommend annual)</p>			3

PART 4: Simple Action Plan	Gwaun Cae Gurwen Community Centre, New Road, Gwaun Cae Gurwen SA18 1UN
<p>The following is a simple summary which can be used to inform or consult employees and / or others to satisfy the following articles or act as a simple reference list. Full details are available in the main report.</p> <ul style="list-style-type: none"> • Article 19: Provision of information to employees. • Article 20: Provision of information to employers and the self-employed from outside undertakings. • Article 41: Duty to consult employees. 	

Fire Risk Assessment completed on: **28/3/2022**

Fire Risk Assessment to be reviewed by: **28/3/2023**

Action point	Simple list	Priority
1) Electrical	Electrical Wiring installation to be inspected	3
	Portable Appliance Testing required	3
2) Smoking	Suitable	4
3) Arson	Suitable	3
4) Portable Heaters & Heating Installation	Advise service for oil-fired boiler	A
5) Cooking	Suitable	4
6) Lightning	Not applicable	5
7) Housekeeping (potential for ignition)	Suitable	4
8) Hazards introduced by Outside Contractors	Confirm contractor policy is provided.	3
9) Dangerous Substances	No dangerous substances.	5
10) Other Significant Hazards	No other hazards.	5
11) Means of Escape	Secure Roller Blinds to not obstruct Fire Exit from Main Hall.	3
12) Fire Spread	Review Notice Board content to minimise fire spread.	A
13) Emergency Lighting	Suitable	4
14) Fire Safe Signs and notices	Suitable	4
15) Fire Warning and Detection	Suitable	4
16) Manual Fire Extinguishers	Suitable	4
17) Auto Fire Extinguishers	Not applicable.	5
18) Other relevant fixed systems	Provide signage for Solar Panel isolation switch	A
19) Procedures and Arrangements	Provide a Fire Evacuation Plan - include as part of 'Conditions of Hire'	3
20) Training and Drills	Advise Refresher Fire Safety training for Caretaker.	3
	All groups to have a fire evacuation drill at least once per year.	3
21) Testing and Maintenance	Review Testing and maintenance routines to include weekly fire alarm tests, and minimum monthly checks of Emergency Lighting, Firefighting equipment, and checks on fire exits.	3
	Ensure contingency arrangements to undertake testing and maintenance when allocated person not available	A
22) Records	Fire Safety Log Book requires review to include individual entries for all tests/checks carried out, as identified in Section 21 above.	3

Action Time Scales		
	Priority Key	Time
High Risk	1	Immediate / urgent / short term action required
Medium Risk	2	Medium term action required typically 1 month.
Low Risk	3	Longer term action required typically 6 months.
Tolerable	4	Tolerable: Typically no further works
Not applicable	5	Not applicable N/A

Advisory	A	Advisory comments
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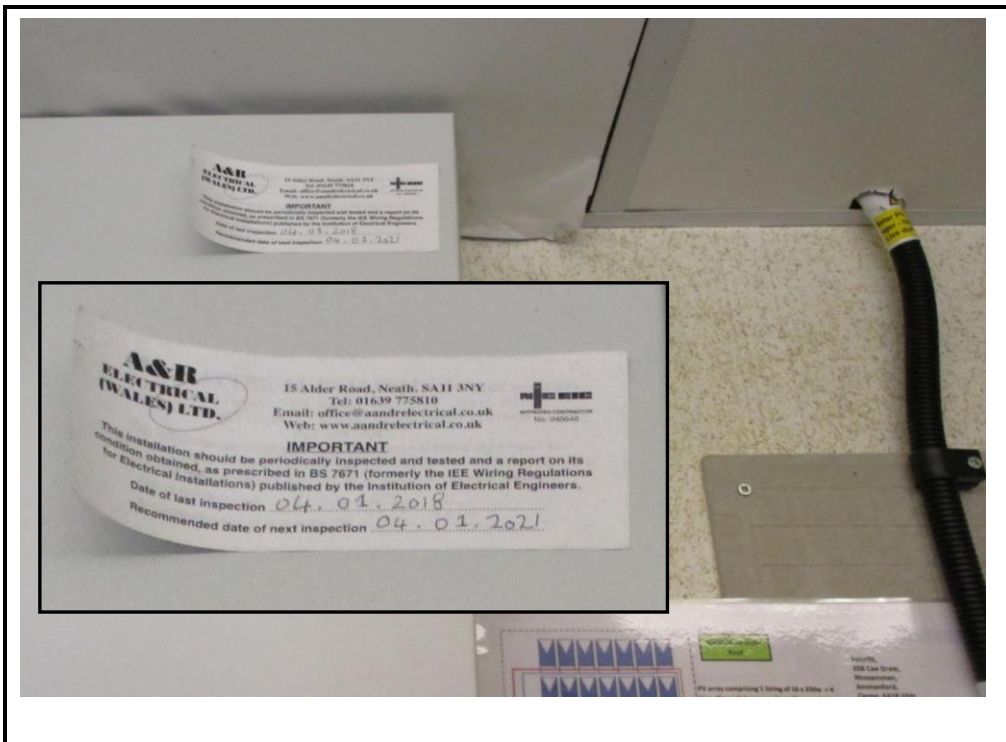
Part 5 Photograph Report

**Gwaun Cae Gurwen Community Centre, New Road,
Gwaun Cae Gurwen SA18 1UN**



Photograph 1
Name:
Signature
Note: A3

Location / Subject: General
Remarks: Side view of the premises.



Photograph 2
Name:
Signature
Note: 1.3(1)

Location / Subject: Electrical Ignition
Remarks: The electrical wiring installation was due for check 4/1/21 so needs to be inspected by a competent electrical engineer


3

	Photograph 3
	Name:
	Signature
	Note: 1.3(1)

Location / Subject: Electrical Ignition Remarks: Portable Appliance Testing last undertaken 7/8/20 and so appears overdue for re-test.	3
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	Photograph 4
	Name:
	Signature
	Note: 11.5(4)


Location / Subject: Means of Escape Remarks: The Roller Blinds over the exit doors from the main hall to be secured above the door to prevent causing an obstruction	3
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	Photograph 5
	Name:
	Signature
	Note: 12.4(2)

<p>Location / Subject: Fire spread</p> <p>Remarks: Advise to regularly review Notice Boards, removing previous/excessive displays, and keep away from potential ignition sources, e.g. electrical sockets, to minimise the potential for fire spread</p>	A
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	Photograph 6
	Name:
	Signature
	Note: 18.6(3)

<p>Location / Subject: Photovoltaic Equipment</p> <p>Remarks: Photovoltaic Cells provided</p>	4
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	<p>Photograph 7</p>	
	<p>Name:</p>	
	<p>Signature</p>	
	<p>Note: 18.6(3)</p>	
<p>Location / Subject: Photovoltaic Equipment Remarks: Provide signage to indicate to emergency services the location of the isolation switch for the Photovoltaic Cells</p>		<p>A</p>