



Fire Risk Assessment

Prepared For: Reach Alternative Education SW Ltd

Address: South Petherton Youth Centre, Lightgate Lane, TA13 5AU

Consultant: Josh Goswell

Date of Inspection: 26th February 2024

Fire Safety Risk Assessment

If significant risks are discovered, you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g., automatic fire detection). These points should be addressed in the 'What needs to be done to make each situation safe?' section.

If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with them. Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything changes that might affect the risk (e.g., new ignition sources, or use of flammable liquids etc.). If you identify that the likelihood of a fire occurring, or there is a risk to people, you should consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out what to do in the case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g., cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people.

Frequent checks should be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire, or prevents the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 please contact Atlas Safety Management Ltd.

The 5-step guide to Fire Safety Risk Assessment

- 1. Identify the fire hazards**
- 2. Identify people at risk**
- 3. Evaluate, remove, reduce and protect from risk**
- 4. Record, plan, inform, instruct and train**
- 5. Review**

Details

Company Name: Reach Alternative Education SW Ltd

Premises Name: South Petherton Youth Centre

Address:

South Petherton Youth Centre, Lightgate Lane, TA13 5AU

Responsible Person: Dan Palmer

Position: Manager

Date of Assessment: 26th February 2024

Carried out by: Josh Goswell

Position: Fire Risk Assessor TIFSM

Use of Premises: Education, social, office and administration

Occupancy

Times in Use:	Weekdays:	09:00 – 21:00	Weekends:	09:00 – 21:00
Total Numbers of Staff:	Weekdays:	10	Weekends:	10
Total Persons Present:	Weekdays:	40 Maximum	Weekends:	40 Maximum

Size

Total Size of Premises (M²):	180 approx
Number of Storeys:	1
Number of Basements:	0

FRA Step 1: Identify fire hazards (sources of ignition)

Type	Comments	Are existing control measures suitable?		
Naked flames	There was no signs of open flames (candles etc) at the time of this assessment		YES	
Portable heaters and heating equipment	At the time of assessment there was evidence of portable heaters within the premises. However the portable heaters were stored correct and away from combustible materials. However there was no evidence of indate PAT testing		NO	
Electrical equipment	At the time of assessment there was no evidence of an indate EICR. Portable electrical appliances were observed within the premises. There was no indication of when the portable electrical appliances last underwent PAT (Portable Appliance Testing) testing.		NO	
Cooking equipment	At the time of assessment cooking facilities were provided within the kitchen. There were suitable measurements in place via the fire fighting equipment provided		YES	
Work process risk(s)	The purpose of the building is used as a Education, social, office and administration site.		YES	
Arson	The building has got locks on all windows and doors with a keycode outside. There is no other entrance into the building.		YES	
Smoking materials	At the time of assessment there was evidence of a No Smoking Policy being displayed within the premises. No smoking signs are displayed at all the required areas of the premises		YES	
Other sources (including contractors)	No further action required.		YES	
If you have answered 'No' to any of the questions above, complete the details below:				
	What needs to be done to make each situation safe?	Owner	Date due	Date complete
	Instruct a competent person to complete a full EICR report or provide evidence of an in date EICR	Dan Palmer	Immediately	

Instruct a competent contractor to carry out PAT testing to all appliances used by the business including all electric heaters	Dan Palmer	Immediately		
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FRA Step 1: Identify fire hazards (sources of fuel and oxygen)

Type	Comments	Are existing control measures suitable?		
Wood / Paper / Cardboard	There was no build-up of wood, paper or cardboard observed anywhere in the building at the time of this assessment.		YES	
Plastics / Rubber / Foam	There was no build-up of plastic, rubber or foam observed anywhere in the building at the time of this assessment.		YES	
Retail stock	There is no retail stock stored anywhere within the building.		N/A	
Furniture and fixings (Curtains, blinds etc.)	All furniture and furnishings observed complied with the Furniture and Furnishings (Fire) Regulations 1998.		YES	
Flammable material (Gases, liquids, paints, thinners, glues etc.)	At the time of assessment all flammable materials were stored correctly within a yellow metal container which is coded for access		YES	
Display materials or decorations	All display materials and decorations were observed to be kept away from ignition sources.		YES	
Waste materials (Refuse, packaging etc.)	Waste and refuse was observed to be adequately and securely stored.		YES	
Building Structure	At the time of assessment there were areas which had compartmentation issues. There was an area brought up in the last assessments undertaken where there was a hole in the wall and this was still present		NO	
Oxygen Supplies (Air conditioning units, bottles, piped supply etc.)	No oxygen services are stored anywhere within the building.		N/A	

If you have answered 'No' to any of the questions above, complete the details below:				
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What needs to be done to make each situation safe?	Owner	Date due	Date complete
Instruct a competent person to seal all holes/gaps that lead into other areas of property or to unknown areas. Adequate fire stopping needs to be carried out by a qualified and competent contractor.	Dan Palmer	Immediately	

FRA Step 2: Identifying people at risk

Type	Findings	Recommendation:
Sensory risk	The assessment being carried out is of the communal areas only, it was not possible to ascertain the sensory needs of the occupants at the time of the assessment.	No Further Action Required
Mobility risk	The assessment being carried out is of the communal areas only, it was not possible to ascertain the mobility needs of the occupants at the time of the assessment.	No Further Action Required
Familiarity risk	There were Fire Action Notices/emergency plans on display within the premises. They had all the key information on what to do in the event of a fire	No Further Action Required
Numbers risk	At the time of assessment there is no risk of numbers due to small number of staff at the property at one time.	No Further Action Required
Lone workers	At the time of assessment there are no lone workers at site.	No Further Action Required

FRA Step 3: Evaluate, remove, reduce and protect from risk

Type	Comments			
Are ignition sources controlled to reduce the chances of fire?	At the time of assessment there was no evidence of ignition sources evident at the premises.		YES	
Are combustible materials kept away from ignition sources?	All combustible materials were observed to have been kept clear of ignition sources.		YES	
Are all windows and openings closed last thing at night?	All windows were shut at the time of assessment. All windows have got a key lock to ensure they are kept closed		YES	
Is your fire alarm system adequate for your premises?	At the time of assessment the fire alarm which has been installed was adequate for the premises. The grade of system installed was grade D. This complies with BS5839		YES	
Will everybody be warned if the fire alarm operates?	The fire alarm installed covers all areas of the building and it would be reasonable to suggest that should the alarm be raised it would be heard by all residents.		YES	
Can everyone escape without assistance?	At the time of assessment it is believed that everyone would be able to escape without assistance due to the simple layout and easy access		YES	
Is escape from fire available in more than one direction?	At the time of assessment there are two fire alarm escapes one at the front of the building and one to the rear of the building.		YES	
Are all fire exits easily identified by the correct signs?	At the time of assessment there were fire exit signs displayed within the premises. These were displayed at all the key areas and clearly displayed		YES	
Are escape routes free from obstruction and storage?	At the time of assessment all routes observed were clear of obstruction.		YES	
Are all doors on escape routes easily opened without a key?	At the time of assessment two final exit doors were thumb turn operated with the third final exit door being a push bar exit		YES	
Do all doors on escape routes open in the direction of escape?	At the time of assessment all doors do not open in the direction of travel but this does not hinder the escape		NO	

Can everyone escape in a reasonable time?	At the time of assessment it is believed that everyone would be able to escape at a reasonable time due to the building being small.	YES	
Do you have emergency lighting?	At the time of assessment emergency lighting had been installed within the premises. All emergency lights showed green LED lights. The system installed complies with BS 5266-1:2016 regulations	YES	
Is the lighting adequate to illuminate circulation routes?	The emergency lighting system does cover all areas throughout the premises. The lighting throughout is adequate.	YES	
Do you have firefighting equipment?	At the time of assessment there was evidence of firefighting equipment being provided within the correct areas.	YES	
Is the firefighting equipment adequate for the risks present?	The firefighting media provided does cover the potential risks of fire.	YES	
Are housekeeping and general waste management adequate?	At the time of assessment all housekeeping was kept to a high standard along with all waste management being controlled to a high standard	YES	
Are security arrangements sufficient to prevent access?	The building has got locks on all windows and doors with a keycode outside. There is no other entrance into the building.	YES	
Are measures adequate to prevent the incidents of arson?	The building has got locks on all windows and doors with a keycode outside. There is no other entrance into the building.	YES	
Are there any large open roof spaces or concealed ceiling voids?	There are no large open roof spaces	YES	
Could a fire in your premise spread to another?	At the time of assessment there were areas which had compartmentation issues. There was an area brought up in the last assessments undertaken where there was a hole in the wall and this was still present	NO	
Can the fire service easily get to your premises?	At the time of assessment the fire service would be able to get to the building easily and quickly due to the location	YES	
Are all doors that separate residential and communal areas fire rated?	At the time of assessment no all door were fire doors in the areas which are required. Admin Door – Not a fire door. The room has got flammable materials stored within and has got electrical products which could create a fire. This does not meet the standards of BS 476 Part 22	NO	

	<p>Duty Office – Only 2x grade 13 hinges. 3x fire rated hinges to gade 11 or above are required on fire doors. This does not comply with BS EN1953 regulations. Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016. A self-closing device was not installed at the time of assessment. This does not comply with BS EN 1154</p> <p>Table Tennis Door Hinges – there was no evidence that the hinges installed were fire rated. No grade of hinge was evident. This does not comply with BS EN1953 regulations. Intumescent Strips - Intumescent Strips were installed with full door coverage. This complies with BS 8214:2016 Self-closers – A self-closing device was installed and was functioning correcty. This complies with BS EN 1154</p> <p>Kitchen Hinges – there was no evidence that the hinges installed were fire rated. No grade of hinge was evident. This does not comply with BS EN1953 regulations. Intumescent Strips - Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016 A self closing device is installed viaa automatic closer is the fire alarm was to sound</p> <p>Small Office Hinges – The hinges installed were fire rated. This complies with BS EN1953 regulations Intumescent Strips - Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016 Self-closers – A self-closing device was not installed at the time of assessment. This does not comply with BS EN 1154</p>			
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If you have answered 'No' to any of the questions above, complete the details below:				
What needs to be done to make each situation safe?	Owner	Date due	Date complete	
Instruct a competent person to install a minimum FD30 Fire door to the admin office with all the correct fire rated fixtures	Dan Palmer	Immediately		
Instruct a competent person to install a self-closing device to all fire doors, 3x fire rated hinges to grade 11 or above, intumescent strips and cold smoke seals, fire rated handles and locks. When doors are fitted it is important to ensure that gaps between door and frame do not exceed 4mm.	Dan Palmer	Immediately		

FRA Step 4: Record, plan, inform, instruct and train

Type	Comments			
Have you made an emergency plan?	There were Fire Action Notices/emergency plans on display within the premises. They had all the key information on what to do in the event of a fire		YES	
Have you provided fire instruction and staff training?	At the time of assessment all staff complete an induction which includes all fire safety training		YES	
Are there records of fire drills to test your training and emergency plan?	At the time of assessment fire drills had been completed at the property.		YES	
Are there records of maintenance on all fire safety measures?	At the time of assessment there was evidence of all testing and maintenance records for the premises		YES	
If you have answered 'No' to any of the questions above, complete the details below:				
What needs to be done to make each situation safe?	Owner	Date due	Date complete	

Step 5: Review

Your fire safety risk assessment **MUST** be kept up to date.

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the number of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

February 2025

Sign Off

Josh Goswell

26th Feb 2024

J. Goswell

Fire Risk Assessment

Level of Fire Risk

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at 'higher'.

Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g., heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW NORMAL HIGH

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

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


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

The fire risk assessment should be reviewed regularly (recommended annually).

Fire Safety Action Plan

Each item should be allocated a priority as follows:

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Action Required	Priority	Action by Whom	Date Completed
<p>At the time of assessment there was no evidence of an indate EICR.</p> <p>Recommendation: Instruct a competent person to complete a full EICR report or provide evidence of an in date EICR</p>	2	Dan Palmer	
<p>Portable electrical appliances were observed within the premises. There was no indication of when the portable electrical appliances last underwent PAT (Portable Appliance Testing) testing.</p> <p>Recommendation: Instruct a competent contractor to carry out PAT testing to all appliances used by the business including all electric heaters</p> 	2	Dan Palmer	
<p>At the time of assessment there were areas which had compartmentation issues. There was an area brought up in the last assessments undertaken where there was a hole in the wall and this was still present</p> <p>Recommendation: Instruct a competent person to seal all holes/gaps that lead into other areas of property or to unknown areas. Adequate fire stopping needs to be carried out by a qualified and competent contractor.</p>	2	Dan Palmer	



<p>At the time of assessment no all door were fire doors in the areas which are required.</p> <p>Admin Door – Not a fire door. The room has got flammable materials stored within and has got eletrical products which could create a fire. This does not meet the standards of BS 476 Part 22</p> <p>Duty Office – Only 2x grade 13 hinges. 3x fire rated hinges to gade 11 or above are required on fire doors. This does not comply with BS EN1953 regulations. Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016. A self-closing device was not installed at the time of assessment. This does not comply with BS EN 1154</p> <p>Table Tennis Door Hinges – there was no evidence that the hinges installed were fire rated. No grade of hinge was evident. This does not comply with BS EN1953 regulations. Intumescent Strips - Intumescent Strips were installed with full door coverage. This complies with BS 8214:2016 Self-closers – A self-closing device was installed and was functioning correcty. This complies with BS EN 1154</p> <p>Kitchen Hinges – there was no evidence that the hinges installed were fire rated. No grade of hinge was evident. This does not comply with BS EN1953 regulations. Intumescent Strips - Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016 A self closing device is installed viaa automatic closer is the fire alarm was to sound</p>	<p>1</p>	<p>Dan Palmer</p>		

Small Office

Hinges – The hinges installed were fire rated. This complies with BS EN1953 regulations

Intumescent Strips - Intumescent Strips were not installed on the door frame or door present. This does not comply with BS 8214:2016

Self-closers – A self-closing device was not installed at the time of assessment. This does not comply with BS EN 1154

Recommendation:

Instruct a competent person to install a minimum FD30 Fire door to the admin office with all the correct fire rated fixtures.

Instruct a competent person to install a self-closing device to all fire doors, 3x fire rated hinges to grade 11 or above, intumescent strips and cold smoke seals, fire rated handles and locks.

When doors are fitted it is important to ensure that gaps between door and frame do not exceed 4mm.





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