

Fire Risk Assessment

Prepared For: Reach Alternative Education SW Ltd

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



Consultant: Dave Clack

Date of Inspection: 24 March 2025

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:

Lightgate Lane, TA13 5AU

Responsible Person: Dan Palmer

Position: Manager

Date of Assessment: 24 March 2025

Carried out by: Dave Clack

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 max	Weekends:	40 max

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	No naked flames (candles, fire places, etc.) were observed anywhere in the communal area.	YES	
Portable heaters and heating equipment	Portable heaters were observed within the premises, and these were clear of combustable materials and PAT tested.	YES	
Electrical equipment	<p>The most recent service is indicated as 19/01/2012; as such, this building's electrical system is now overdue its 5 yearly inspection and servicing renewal date. Fixed Testing involves testing the electrical systems that conduct electricity around the building.</p> <p>Portable electrical appliances were observed within the premises the most recent PAT (portable appliance testing) testing is indicated as 05/24.</p> <p>Extension leads were observed in use at the time of the assessment, these appeared to be well managed and not overloaded.</p>	<p>NO</p> <p>YES</p> <p>YES</p>	
Cooking equipment	<p>At the time of the assessment cooking facilities were provided within the kitchen. There were suitable measures in place via the fire fighting equipment provided within the kitchen area which is adequate.</p> <p>It could not be determined at the time of the assessment the dates of the last service/cleaning/ inspection of the extraction system.</p>	<p>YES</p> <p>NO</p>	
Work process risk(s)	The purpose of the building is used as a education, social, office and administration site.	YES	
Arson	At the time of the assessment the storage of combustable waste materials, both internally and externally, was adequate. There is a daily cleaning regime within the property and external areas are managed and maintained daily.	YES	
Smoking materials	At the time of the assessment " No Smoking " signs were installed within the property to re-enforce the policy and a designated smoking area is provided.	YES	
Other sources (including contractors)	Contractors are responsible for the creation and production of their own Rams and work based risk assessments, including hot works policies.	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	
Appoint a service provider to attend the property and complete a full inspection on the fixed electrical insatllation and system and take the necessary remedial work to ensure compliance.	Reach Alternative Education SW Ltd			
Establish the date of the last service /inspection of the the extraction system and carry out any necessary remedial work needed.	Reach Alternative Education SW Ltd			

FRA Step 1: Identify fire hazards (sources of fuel and oxygen)

Type	Comments	Are existing control measures suitable?	
Wood / Paper / Cardboard	There was not a build up of wood, paper, or cardboard observed anywhere in the premises at the time of the assessment.	YES	
Plastics / Rubber / Foam	There was not a build up of plastics, Rubber, or foam observed in the premises at the time of the assessment.	YES	
Retail stock	Not applicable	N/A	
Furniture and fixings (Curtains, blinds etc.)	At the time of the assessment furniture and furnishings observed within the property, these items appeared in a good condition and in accordance with The Furniture and Furnishings (Fire Safety) Regulations 1988	YES	
Flammable material (Gases, liquids, paints, thinners, glues etc.)	Only cleaning products on site and they were stored in a Yellow Metal COSH cupboard which is coded for access.	YES	
Display materials or decorations	All display materials and decorations were observed to be away from ignition sources.	YES	
Waste materials (Refuse, packaging etc.)	Waste storage area was located in a suitable place and as such would not present a risk of fire within the building, waste materials were observed within the premises and are removed to an external area daily as part of the housekeeping regime.	YES	
Building Structure	At the time of the assessment there was a hole in the wall the has been highlighted in the last assessments that is still present although it has now been partially built over with shelving.	NO	
Oxygen Supplies (Air conditioning units, bottles, piped supply etc.)	At the time of the assessment there was not any air conditioning within 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
<p>Appoint a competent person/service provider to carry out an inspection of the building to indentify all potential breaches within the fabric of the building and repair all holes, gaps, voids and damage with suitable fire stopping methods and materials so that compartmentation is maintained to protect the building and staff/visitors from fire spread and smoke inhalation. It is also important that when external companies are working within the building installing services, like internet, where they are passing cables through walls and ceilings, they fire stop around these items to ensure that the adequate compartmentation is maintained</p>	<p>Reach Alternative Education SW Ltd</p>		

FRA Step 2: Identifying people at risk

Type	Findings	Recommendation:
<p>Sensory risk</p>	<p>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.</p>	<p>No further action required</p>
<p>Mobility risk</p>	<p>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.</p>	<p>No further action required</p>
<p>Familiarity risk</p>	<p>Fire action information is posted in the common areas to advise occupants on what to do in the event of a fire.</p>	<p>No further action required</p>
<p>Numbers risk</p>	<p>At the time of the assessment there is no risk of numbers due to the amount of staff and visitors numbers given at any one time.</p>	<p>No further action required</p>
<p>Lone workers</p>	<p>There are not any Lone workers on site at any time.</p>	<p>No further action required.</p>

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

Type	Comments		
Are ignition sources controlled to reduce the chances of fire?	There were a lack of controls in place to reduce the risk of fire from identified ignition sources namely the fixed electrical installation.		NO
Are combustible materials kept away from ignition sources?	Although combustible materials were observed in the premises at the time of the assessment, these were not near ignition sources.		YES
Are all windows and openings closed last thing at night?	This is carried out by members of staff during the premises close down at the end of each day.		YES
Is your fire alarm system adequate for your premises?	At the time of the assessment the premises had a fire detection system of grade D installed within the premises this complies with BS5839. I recommend considering to upgrade to a grade D1 system with mains powered detection with back up battery for a more reliable system.		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 staff and visitors.		YES
Can everyone escape without assistance?	At the time of the assessment it is believed that everyone would be able to escape without assistance due to the simple layout of the building and the number of exits provided.		YES
Is escape from fire available in more than one direction?	At the time of the assessment there are 3 fire exits one at the front, one at the side and one at the rear of the building.		YES
Are all fire exits easily identified by the correct signs?	At the time of the assessment all fire exits were clearly identified with fire exit signs, they were displayed at all key areas within the premises.		YES
Are escape routes free from obstruction and storage?	At the time of the assessment all escape routes were clear of obstruction.		YES
Are all doors on escape routes easily opened without a key?	At the time of the assessment all fire exits had either thumb turn locks and push bar to open exit doors.		YES
Do all doors on escape routes open in the direction of escape?	Doors on the escape route do not open in the direction of travel, however this does not hinder escape.		YES

Can everyone escape in a reasonable time?	The layout of the building and the number of exits would facilitate a prompt escape.	YES
Do you have emergency lighting?	At the time of the assessment emergency lighting had been installed within the premises. This Complies with BS 5266-1 regulations.	YES
Is the lighting adequate to illuminate circulation routes?	The emergency lighting system is adequate with all lights in good working order with no faults indicated.	YES
Do you have fire fighting equipment?	ALL fire extinguishing media was supplied in the correct areas and appeared in good condition adequately installed and comply with BS 5306 at the time of the assessment.	YES
Is the fire fighting equipment adequate for the risks present?	All fire extinguishers are regularly inspected by staff and are serviced annually. The dte of the Lst service was identified as 09/24	YES
Are housekeeping and general waste management adequate?	At the time of the assessment housekeeping throughout the premises was to a high standard and waste management was also of a high standard with waste materials removed to an external area as part of the daily regime.	YES
Are security arrangements sufficient to prevent access?	Security arrangements are sufficient as all windows are locked and all doors are also locked when the premises is empty and not in use. This would prevent access to unauthorised personnel	YES
Are measures adequate to prevent the incidents of arson?	There is no reason to believe that arson is a risk to this building, adequate security measures are in place to prevent access, all areas are free from combustible materials and housekeeping to the external areas are of a high standard	YES
Are there any large open roof spaces or concealed ceiling voids?	There are no large open roof spaces	NO
Could a fire in your premise spread to another?	The building is detached and the risk of a fire spreading to neighbouring buildings are low.	NO
Can the fire service easily get to your premises?	There are adequate routes leading to the building which would provide sufficient access for the fire service.	YES
Are all doors that separate residential and communal areas fire rated?	Fire doors have not been installed on all of the required rooms within the building and the rooms with notional fire doors installed had a number of defects with them.	NO

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	
As previously detailed within the report evidence/remedial work is required by a service provider.	Reach Alternative Education SW Ltd			
Fire doors are required to be fitted to all risk rooms that lead directly on to the escape route, these must be 30-minute fire rated and have all the required fixings attached. These include: self-closing devices, 3 x fire rated hinges, intumescent strips and cold smoke seals, fire rated handles, locks and letterbox. When doors are fitted it is important to ensure that gaps between door and frame do not exceed 4mm top and both sides and 8 to 10 mm along the bottom of the door. All work carried out must be by a certified fire door installer/ maintainer.	Reach Alternative Education SW Ltd			

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

Type	Comments			
Have you made an emergency plan?	A "Full Simultaneous Evacuation" policy , simplified as an "All Out" policy is in place and all staff are aware of such policy and visitors are made aware of the policy on induction to site. Fire action notices/emergency plans are on display displaying what to do in the event of a fire.		YES	
Have you provided fire instruction and staff training?	All Staff complete an induction which includes the fire instruction and fire safety training. Which is ten updated annually. There are currently 2 trained fire marshalls with a further 2 in training at the time of the assessment.		YES	
Are there records of fire drills to test your training and emergency plan?	At the time of the assessment fire drills are carried out at the premises at least twice a year. Going forward the results of the fire drills are recorded with a staff debrief.		YES	
Are there records of maintenance on all fire safety measures?	At the time of the assessment there was evidence of records of all testing and maintenance. Testing and maintenance records are in place and carried out on a regular basis.		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	
	Reach Alternative Education SW Ltd			

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.

March 2026

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.

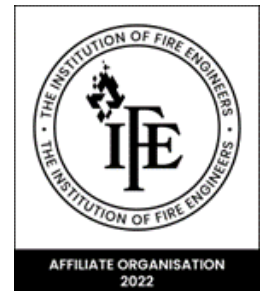
The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Assessors Signature:



Date: 25 March 2025

*Atlas Safety
Management Ltd
are an Affiliate
Member of The
Institute of Fire
Engineers*



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:

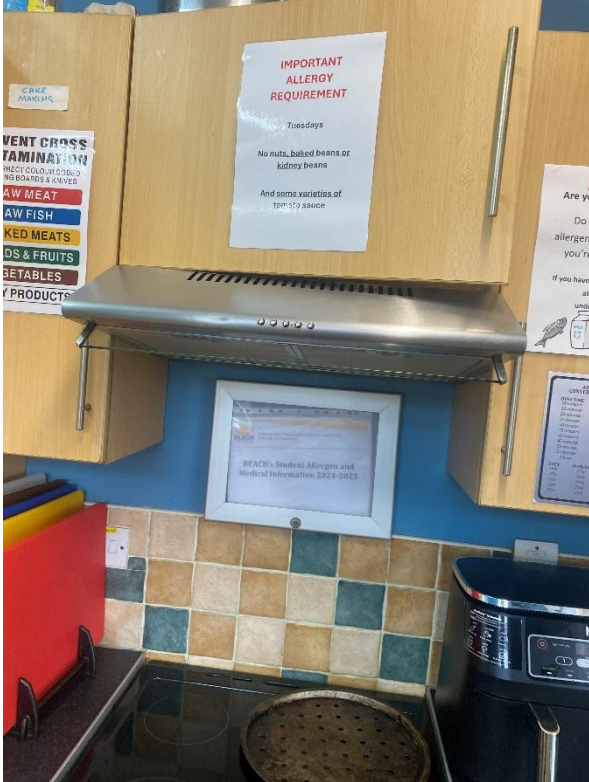
Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Action Required	Priority	Action by Whom	Date Completed
<p>The most recent service is indicated as 19/01/2012; as such, this building's electrical system is now overdue its 5 yearly inspection and servicing renewal date. Fixed Testing involves testing the electrical systems that conduct electricity around the building.</p> <p>Recommendation: Appoint a service provider to attend the property and complete a full inspection on the fixed electrical installation and system and take the necessary remedial work to ensure compliance.</p>  <p>AS PREVIOUSLY HIGHLIGHTED IN THE LAST ASSESSMENT.</p>	2	Reach Alternative Education SW Ltd	

It could not be determined at the time of the assessment the dates of the last service/cleaning/ inspection of the extraction system.


Recommendation:

Establish the date of the last service /inspection of the the extraction system and carry out any necessary remedial work needed.



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<p>At the time of the assessment there was a hole in the wall the has been highlighted in the last assessments that is still present although it has now been partially built over with shelving.</p> <p>Recommendation: Appoint a competent person/service provider to carry out an inspection of the building to indentify all potential breaches within the fabric of the buildingand repair all holes, gaps, voids and damagewith suitable fire stopping methods and materials so that compartmentation is manintained to protect the building and staff/visitors from fire spread and smoke inhalation. It is also important that when external companies are working within the building installing services, like internet, where they are passing cables through walls andceilings, they fire stop around these items to ensure that the adequate compartmentation is manintained</p>  <p>AS PREVIOUSLY HIGHLIGHTED IN THE LAST ASEESSMENT.</p>	<p>2</p>	<p>Reach Alternative Education SW Ltd</p>	
<p>There were a lack of controls in place to reduce the risk of fire from identified ingnition sources namely the fixed electrical installation.</p> <p>Recommendation: As previously detailed within the report evidence/remedial work is required by a service provider.</p> <p>AS PREVIOUSLY HIGHLIGHTED IN THE LAST ASEESSMENT.</p>	<p>2</p>	<p>Reach Alternative Education SW Ltd</p>	

Fire doors have not been installed on all of the required rooms within the building and the rooms with notional fire doors installed had a number of defects with them.

Recommendation:

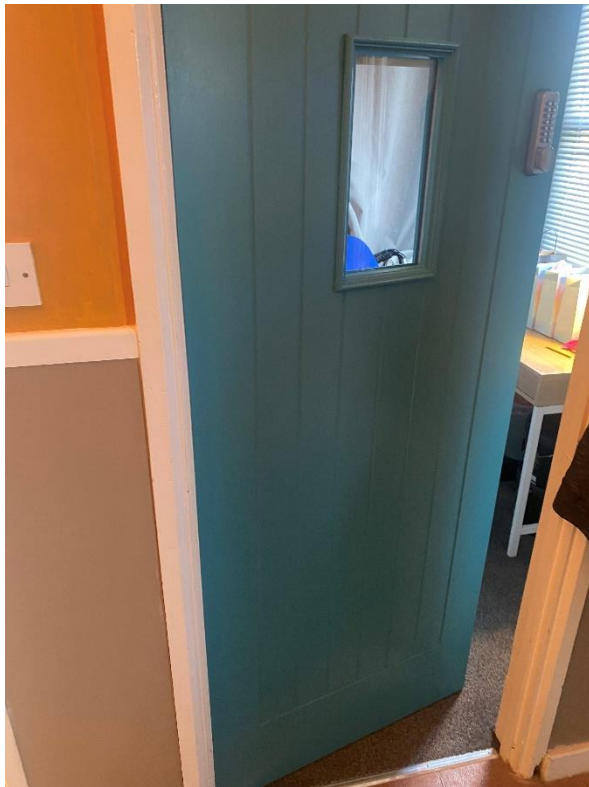
Fire doors are required to be fitted to all risk rooms that lead directly on to the escape route, these must be 30-minute fire rated and have all the required fixings attached. These include: self-closing devices, 3 x fire rated hinges, intumescent strips and cold smoke seals, fire rated handles, locks and letterbox. When doors are fitted it is important to ensure that gaps between door and frame do not exceed 4mm top and both sides and 8 to 10 mm along the bottom of the door. All work carried out must be by a certified fire door installer.



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AS PREVIOUSLY HIGHLIGHTED IN THE LAST ASESSMENT.

Consideration:

As I previously mentioned in my report concerning the fire detection system, I would recommend that you would consider changing the fire detection system to a grade D1 which is a mains electric powered smoke and heat detection system with a battery back-up.

This is to make the system a more reliable system than what is currently in place.

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