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Life Safety Fire Risk Assessment For Pye Green Community Centre (PGCC)





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Fire Risk Assessment – Pye Green Community Centre

Date Fire Risk Assessment Carried out on:	18 th February 2025	
Client Name	Hednesford Town Council	
Premises being Assessed	Pye Green Community Centre Bradbury Lane Cannock WS12 4EP	
Reference No:	SM-206:18225	
Assessment Scope	Type 1 Fire Risk Assessment	
Responsible person (e.g., employer) having control of the premises:	Hednesford Town Council	
Competent person appointed by the responsible person to assist them:	Lindsey Smith	
Person(s) consulted on site: Job title:	Cheryl Kinsella Responsible Finance Officer	
Assessor name:	Stephanie Millington	
Report validated by:	Stephanie Millington	
Date of previous fire risk assessment:	1 st December 2022 – In house FRA	
Suggested date for review:	February 2026	

The purpose of this report is to provide an assessment of risk to life from fire in these premises and to identify the actions needed to ensure compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005. The report does not address the risk to property or business continuity from fire.

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by a competent person by the date indicated above, or at such earlier time, as there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates or if a fire occurs.

CONTENTS

VERSION HISTORY	4
INTRODUCTION & GUIDANCE	5
TERMS & CONDITIONS	7
LEGISLATION	9
PREMISES DETAILS	10
FIRE PREVENTION	14
ESCAPE ROUTES & FIRE SPREAD	19
FIREFIGHTING.....	23
DETECTION & WARNING	24
LIGHTING.....	26
SIGNS & NOTICES	27
FIRE SAFETY MANAGEMENT	29
TRAINING & DRILLS.....	32
MAINTENANCE & RECORDS.....	34
RISK SCORE.....	37
OVERALL ASSESSMENT OF RISK.....	38
ACTION PLAN.....	39
DISCLAIMER.....	42
LIFE SAFETY FIRE RISK ASSESSMENT CERTIFICATE OF CONFORMITY	43

VERSION HISTORY

Version	Report By	Date	Validated By	Date
1	Stephanie Millington	21/02/2025	Stephanie Millington	25/02/2025
2				

INTRODUCTION & GUIDANCE

In accordance with The Regulatory Reform (Fire Safety) Order 2005 (England and Wales) and Publicly Available Specifications (PAS 79).

The Health and Safety at Work Act 1974 and regulations made under it cover the provision of fire precautions which are intended to prevent the outbreak of a fire or minimise the consequences should one occur. Matters falling within the scope of the Act include the storage of flammable materials, the control of flammable vapours, standards of housekeeping, safe systems of work, the control of sources of ignition and the provision of appropriate training. These precautions are enforced by inspectors from the Health and Safety Executive or the local authority.

The Regulatory Reform (Fire Safety) Order 2005 requires you to: -

- » Carry out a fire risk assessment of your building (you must consider all your staff and other people who may be affected by a fire in the building, and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises).
- » Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded).
- » Provide and maintain such fire precautions as are necessary to safeguard those who use your building; and
- » Provide information, instruction and training to your staff about the fire precautions in your building.

The risk assessment will help you decide the nature and extent of the general fire precautions which you will need to provide.

Six other legal duties you need to know and comply with are: -

- » Where it is necessary to safeguard the safety of staff, you must nominate people to undertake any special roles which are required under your emergency plan (you can nominate yourself for this purpose).
- » You must consult your staff (or elected representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.
- » You must inform other staff who also have rooms in the building of any significant risks you find which might affect the safety of their staff – and co-operate with them about the measures proposed to reduce/control these risks.
- » If you are not an owner but have any control of premises which contain more than one building, you are responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.
- » You must establish a suitable means of contacting the emergency services and ensure that they can be easily called.

Fire Risk Assessment – Pye Green Community Centre

- » The law requires your staff to co-operate with you to ensure the building is safe from fire and its effects, and do not do anything which will place themselves or other people at risk.

The Owner and/or Responsible Person.

The owner, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out below are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his/her staff, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

Responsible Persons must, amongst other duties, provide their staff with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied upon the information and/or responses provided by or on behalf of the Staff or other responsible person. We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s). Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire-resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

We have assumed that information and documentation supplied to us by or on behalf of the Owner or other responsible person who has a bearing on the fire risk assessment is current, true, accurate and not misleading.

The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

"Please note that this report and any recommendations in it are based on conditions observed and information supplied. It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, or to guarantee compliance with any statute or regulation. It is offered to assist you in your assessment and/or management of risk".

Accordingly, the fire risk assessment carried out in accordance with PAS 79, are likely to provide a good basis for the responsible person to ensure good management of fire safety is established, maintained and reviewed.

TERMS & CONDITIONS

The Life Safety Fire Risk Assessment relates to the premises as described in 'Premises Details' and is based on the appearance of the premises/building, number of employees, internal layout and information provided. The assessment will be a non-intrusive inspection.

This is a Type 1 Life Safety Fire Risk Assessment. No structural survey has or will be carried out as part of this Life Safety Fire Risk Assessment and any comment on fire compartmentation was/will be on a visual inspection of readily accessible areas only.

If there is a change in the structure of the premises/building, number of employees, maximum capacity of building, layout or any other aspect that could impact upon the fire safety we should be notified to ensure that no revision to the assessment is required.

The Employer under the Management of Health and Safety at Work Regulations 1999 and the Responsible Person under the Regulatory Reform (fire safety) Order 2005 are to ensure that a review is conducted under the above circumstances. A fire risk assessment is not a health and safety assessment; this should be conducted separately.

Diamond Fire & Security will assess the risk of fire to legislative compliance and safety of relevant persons. Ownership and implementation of the assessment is vital. Diamond Fire & Security accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practises identified in our assessment.

The responsible person (Client) will always remain responsible for the outcome of the Life Safety Fire Risk Assessment or its review.

The responsible person (Client) will be responsible for the failure to action significant findings and any resultant injury or death of any relevant persons is the responsibility of the responsible person.

We highlight that we recommend a twelve-monthly fire risk assessment review unless otherwise specified in page 2, regardless of any changes in the structure, nature of business and employees. The assessment should also be reviewed under the following circumstances:

- *Significant changes in Roles/responsibility and/or Staffing numbers*
- *Material alteration to the premise or change in use*
- *Following a fire, fire alarm actuation or "near miss" incident a full review is recommended*
- *After any change in working practices*

The internal layout, manufacturing processes and nature of the client's business will remain confidential and will not be disclosed to third parties without the express permission of the client.

Drafts will be marked as drafts and final assessments will have version numbers. All information gathered will be kept for 7 years on Diamond Fire & Security's servers.

The Fire Risk Assessment should not be considered to be complete and should not be relied upon until it is signed by both parties.

The risk assessment should not be relied upon by any person other than the client named herein.

The Supplier (Diamond Fire & Security) does not acquire any control or obligation in respect of the premises apart from those detailed below or any control of the ongoing management of the premises

The extent of the Supplier's obligations does not extend to: -

- *Knowledge or control of those areas of the premises to which the supplier was not given access.*
- *Knowledge or control over any subsequent changes made to the premises.*

Fire Risk Assessment – Pye Green Community Centre

- *Knowledge or control over any subsequent faults in the equipment, including any equipment checked by the supplier at the time of the preparation of the risk assessment, but not subsequently.*
- *Knowledge or control over any subsequent deterioration in the premises or equipment.*
- *Knowledge or control over any ongoing management of the premises or of persons within the premises.*
- *Knowledge or control over the moveable items brought into the premises subsequent to the preparation of the risk assessment.*
- *Knowledge or control over the level of staffing.*
- *Knowledge or control of training that any employer provides to their employees or other relevant persons.*
- *The supplier has no knowledge or control over the implementation of any recommendations made by the supplier in the course of an assessment.*
- *Any advice in respect of building materials, fixtures and fittings or design of the premises.*

The assessment cannot consider any malice and associated actions of any arsonist tenant or employee.

Although advice is provided regarding the suitability of emergency procedures, including those for disabled or otherwise vulnerable occupants, the suitability & sufficiency of these remains the responsibility of the Responsible Person.

Liability for management procedures & arrangements such as the evacuation procedure, maintenance of firefighting equipment, maintenance of fire alarms or other preventative or protective measures should not in any way be adopted by the fire risk assessor because the ongoing management of the premises is not within the risk assessor's control.

Diamond Fire & Security Ltd limits its liability for any loss, damage or injury (or any consequential or indirect loss) arising from the performance of or failure by this Company to perform any of its duties (whether or not such loss damage or injury or consequential or indirect loss be due to the negligence of this Company, its servants or agents or to any other cause whatsoever) to that determined by our Professional Indemnity Insurance Policy.

The client, or appointed representative, by signing this document, agrees to these terms & conditions.

LEGISLATION

The following fire safety legislation applies to these premises

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

The above legislation is enforced by

Staffordshire Fire & Rescue Service

Other legislation that makes significant requirements for fire precautions in these premises (other than Building Regulations 2010 (as amended):

The following fire safety legislation/guidelines apply to these premises:

- » Regulatory Reform (Fire Safety) Order 2005
- » The Building Regulations 2010 Approved Document B (ADB) Fire Safety Volume 2: Buildings other than dwellings.
- » Health and Safety (Safety Signs and Signals) Regulations 1996
- » Electricity at Work Regulations 1989 / IEE Wiring Regulations Seventeenth Edition 2008/British Standards 7671
- » Equality Act 2010
- » The Smoke-Free (Premises and Enforcement) Regulations 2006
- » Control of Substances Hazardous to Health Regulations
- » British Standard 9999 Code of Practice for Fire Safety in the Design, Management and Use of Buildings.
- » British Standard 5839-1:2017 Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
- » BS EN 12845: 2015. Fixed firefighting systems - Automatic sprinkler systems - Design, installation and maintenance.
- » DCLG Fire Safety Risk Assessment Small and Medium Places of Assembly.
- » DCLG Fire Safety Risk Assessment Offices and Shops.

Alternations or Enforcement

No

Do licensing laws apply to the premises?

Yes

Comments:

None

Index

N/A

No

Minor

Yes

PREMISES DETAILS

1. Building Information

Occupancy

Community Centre

Hours of Occupancy:

Mon-Thu 6:30-16:30

Number of Floors at ground level and above:

One

Number of floors entirely below ground level:

None

Floors on which car parking is provided:

External

Construction details

This single-story community centre, built from brick and block with a membrane roof, serves as the Hednesford Town Council's primary venue. Originally constructed in 1974 and substantially renovated circa 2012, its layout prioritizes accessibility, eliminating the need for lifts or stairs. Entry is via a ramped, automatic sliding door, leading to a small lobby and then a larger seating area. The seating area adjoins a reception/office space, above which a service void, accessed by a hatch, houses essential building services. The interior features a spacious function room, equipped with a kitchen and bar, a separate licensed bar, and multiple meeting rooms. Utility and storage areas are located along a back corridor. The building is surrounded by a fenced perimeter, providing ample parking.

The office is occupied in the times stated above.

2. Occupants

2.1	Approximate maximum number of employees at any time:	3
2.2	Approximate maximum number of members of public at any time:	120
2.3	Approximate maximum number of young persons at any time:	60

3. Occupants at Special Risk

3.1	Sleeping Occupants:	No
3.2	Disabled Occupants:	Yes
3.3	Occupants in remote areas or lone workers:	Yes
3.4	Others	

At times there will be lone working.

All employees are over 18

No one employed working on site has a disability that would hinder evacuation

Centre is generally available for hire between 9am to 9pm weekdays, between 9am to 11.30pm on Saturdays and from 9am to 6pm on Sundays.

The hirer is required to be at least 18 years of age

Function Room: 120 dancing, 100 seated

Meeting Room 1: 12 seated at meeting table, additional seating up to a maximum of 10 around the perimeter.

Meeting Room 2: Office, consultation, 1-1 space.

4. The Premises

- 4.1 The Hednesford Town Council's community venue, originally opened in 1974, received a substantial extension and renovation circa 2012. It's a hub for local activities, accommodating everything from community gatherings and private parties to town council sessions. Inside, you'll find a licensed bar, a spacious function room with a kitchen and adjacent bar, various meeting rooms, and a reception/office area. Back corridor spaces house essential services like storage and utility rooms. Entry is facilitated by a ramped, automatic sliding door entrance leading into a small lobby, followed by another automatic door into a larger seating area. The property is fully fenced and offers ample parking.



5. Other Relevant Information

5.1 Fire Loss Experience

None known

5.2 Nearest location and estimated attendance time of Fire Service

Cannock Community Fire Station, Cannock WS11 6LD. ETA 7 minutes
Location of hydrant on the corner of Cotswold Road on the pavement.

5.3 Other Information:

On car park storage building is not covered under this Fire Risk Assessment.

FIRE PREVENTION

6 Electrical Sources of Ignition

6.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
6.2	More specifically:	
	- Fixed installation periodically inspected and tested?	Yes
	- Electrical appliance testing (where appropriate) carried out?	Yes
	- Suitable policy regarding the use of personal electrical appliances?	Yes
	- Suitable limitation of electrical extension leads or multi point adaptors?	Yes
	- Is charging of batteries supervised and held in well-ventilated areas and away from escape routes?	N/A
	- Are solar panel present and routinely checked?	N/A
6.3	Comments & Hazards Observed:	

The fixed electrical system must continue to be tested in accordance with Electricity at Work Regulations 1989 IET and Wiring Regulations BS7671-2008. Last inspection was carried out August 2022. The period between inspections and testing can be advised by your electrical contractor.

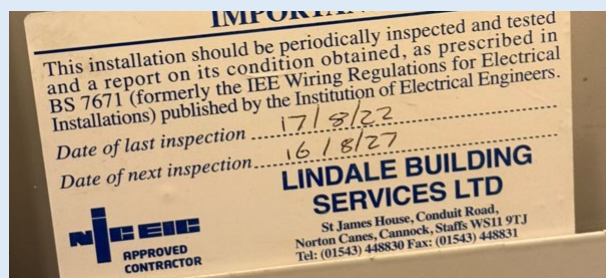
The fixed electrical system appears to be in an efficient state/working order and in good repair. There was no evidence of loose wiring, tampering, scorch marks on plugs or a history of fire related problems relating to the fixed electrical systems.

The date of the most recent portable electrical equipment test is 2024. All portable electrical equipment must continue to be maintained in a safe condition. Any defects to be reported immediately and remedial action to be done in a timely manner.

Personnel must be instructed that no electrical items are to be introduced without management approval such items must be tested. This prevent uncertified chargers being used on site, these are very popular with vape pens and phone chargers.

As per the hire booking terms and conditionals, all electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989.

A copy of all certificates must be kept with the fire records.



7 Lightning

7.1 Does the building have a lightning protection system?

No

7.2 Comments & Hazards Observed:

Building doesn't require lightning protection

8 Smoking

8.1 Reasonable measures to prevent fires because of smoking?

Yes

8.2 More specifically:

Smoking prohibited in appropriate areas.

Yes

Are smoking facilities provided

Yes

Is there a no smoking policy and being adhered to at time of inspection?

Yes

8.3 Comments & Hazards Observed:

The site operates a 'No smoking' policy.

At the time of the Fire Risk Assessment no evidence was seen of a breakdown in this policy.

Those who wish to smoke or vape can do so at the front of the building; smoking bins have been provided.

9 Arson

9.1 Does basic security against arson by outsiders appear reasonable¹⁾?

Yes

9.2 Is there a reasonable absence of unnecessary fire load near the premises or available for ignition by outsiders?

Yes

9.3 Comments & Hazards Observed:

Reasonable measures appear to be taken to prevent fire as a result of arson.

The premises is located off the highway gated access to the building

There were no reports of intruders and no signs of vandalism or arson.

There is a good waste management system. Internal waste is emptied regularly. General waste that is routinely emptied.

Whilst no premises can be excluded from the possibility of deliberate fire setting, the security measures in place reduce the opportunity for this.

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.

10 Portable Heaters & Heating Installations

10.1	Is the use of portable heaters avoided as far as practicable?	Yes
10.2	If portable heaters are used:	
	- Is the use of the more hazard type (e.g. radiant bar fire or LPG appliances) avoided?	Yes
	- Are appliance installations free from any obvious defect?	Yes
	- Equipment protected/located so as not to be prone to accidental damage	Yes
10.3	Are fixed heating installations subject to regular maintenance	N/A
10.4	Comments & Hazards Observed:	
	<p>Heating is via low pressure water radiators.</p> <p>New emersion heater installed May 2024.</p> <p>Air conditioning unit are present on site, these were undergoing service on the day of assessment.</p>	

11 Cooking

11.1	Does cooking take place on the premises?	No
11.2	Are reasonable measures taken to prevent fires because of cooking?	N/A
11.3	More specifically:	
	- Are filters changed and ductwork cleaned regularly?	N/A
	- Are suitable extinguishing appliances available?	N/A
11.4	Comments & Hazards Observed:	
	<p>There are x 2 kitchens within PGCC. A small one between Meeting Rooms 1 and 2, and a larger one at the rear of the function room.</p> <p>Neither kitchen is equipped for baking; oven installation is absent. The designated space is for food storage, not meal preparation. A microwave and water urn are provided.</p>	

12 Other Significant Ignition Sources That Warrant Consideration

12.1	Ignition sources:	
	None	
12.2	Comments & Hazards Observed:	
	No Comment	

13 Housekeeping

13.1	Is the standard of housekeeping adequate?	Yes
13.2	More specifically:	
	- Combustible material appears to be separated from ignition source?	Yes
	- Avoidance of unnecessary accumulation of combustible materials and waste?	Yes
	- Are there appropriate storage facilities for combustible & hazardous materials?	Yes
	- Are all textiles and furniture treated to be fire retardant?	Yes
13.3	Comments & Hazards Observed:	
	Overall housekeeping is of a good standard throughout the building. Escape routes must remain clear of obstructions to ensure safe and swift evacuation.	

14 Hazards Introduced by Outside of Contractors & Building Work

14.1	Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?	Yes
14.2	Are fire safety conditions imposed on outside contractors?	Yes
14.3	If there are in-house maintenance personnel, are suitable precautions taken during hot work, including use of hot work permits?	N/A
14.4	Comments & Hazards Observed:	
	All contractors brought into carry out work activities on the premises will be competent to do so and that all required documents relating to safe working will be presented.	

15 Dangerous Substances ²⁾

15.1	Are dangerous substances present or liable to be present?	No
15.2	Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	No
15.3	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises ²⁾ ?	N/A
15.4	Comments & Hazards Observed:	
	Nothing other than general cleaning supplies currently on site and beer gas. There were no dangerous substances observed or none that would require a separate DSEAR assessment.	

2) For the purposes of this fire risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substance and oxidizing agents.

16 Other Significant Hazards That Affect General Fire Precautions

16.1 Comments & Hazards Observed:

None

ESCAPE ROUTES & FIRE SPREAD

17 Means Of Escape

17.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes
17.2	More specifically:	
	- Do fire exits open in direction of escape where necessary?	Yes
	- Are exits easily and immediately openable?	Yes
	- Avoidance of sliding or revolving doors as fire exits?	No
	- Satisfactory means of securing exits?	Yes
	- Are escape routes unobstructed and safe to use?	Yes
	- Are external escape routes unobstructed and safe to use?	Yes
	- Suitable protection of escape routes?	Yes
17.3	Are travel distances suitable?	
	- Where there is a single direction of travel?	Yes
	- Where there is a multi-direction direction of travel?	Yes
17.4	Are suitable fire precautions provided for inner and inner-inner rooms?	Yes
17.5	Are there reasonable measures for the evacuation of disabled people?	Yes
17.6	Is the fire assembly point identified & safe to reach?	Yes
	- Is there a drawing of the premises with escape routes marked?	No
17.7	Comments & Hazards Observed:	

The means of escape from the buildings, including the exit doors, distance of travel and the assembly point arrangements are satisfactory and should be maintained.

Everyone can reach fresh air in a reasonable time and evacuate to an area of total safety.

The large function room has multiple means of escape.

Automatic doors in PGCC entrance automatically open and stay open in the event of fire alarm being triggered



18 Measures to Limit Fire Spread & Development

18.1 Is it considered that there is:

Compartmentation of a reasonable standard? ³⁾

Yes

Is it considered that there is reasonable limitation of linings that may promote fire spread?

Yes

Is glazing reasonable and free from any obvious defects?

Yes

18.2 Is there avoidance of any external combustible materials such as cladding or balconies?

Yes

18.3 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 ⁴⁾⁵⁾

N/A

18.4 Comments & Hazards Observed:

This fire risk assessment did not include a full compartmentation survey; the following observations are based on what was visible during the assessment.

Compartment observed above the suspended ceiling show compartment between rooms and corridors are full. There is a void above the office/reception area with detection.

3) Based on a visual inspection of readily accessible areas, with limited sampling where appropriate

4) The 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.

5) A Full investigation of design of heating, ventilation and air condition systems is outside the scope of this fire risk assessment

19 Fire Doors

19.1 Are fire doors to a suitable standard with FD rating, Fire rated hinges, integrity/strips/seals, free from holes or damage, signage? ⁶⁾

Yes

19.2 More specifically:

Is there suitable provision of self-closing devices?

Yes

Is there suitable provision of hold-open devices?

No

Are doors kept locked where appropriate?

Yes

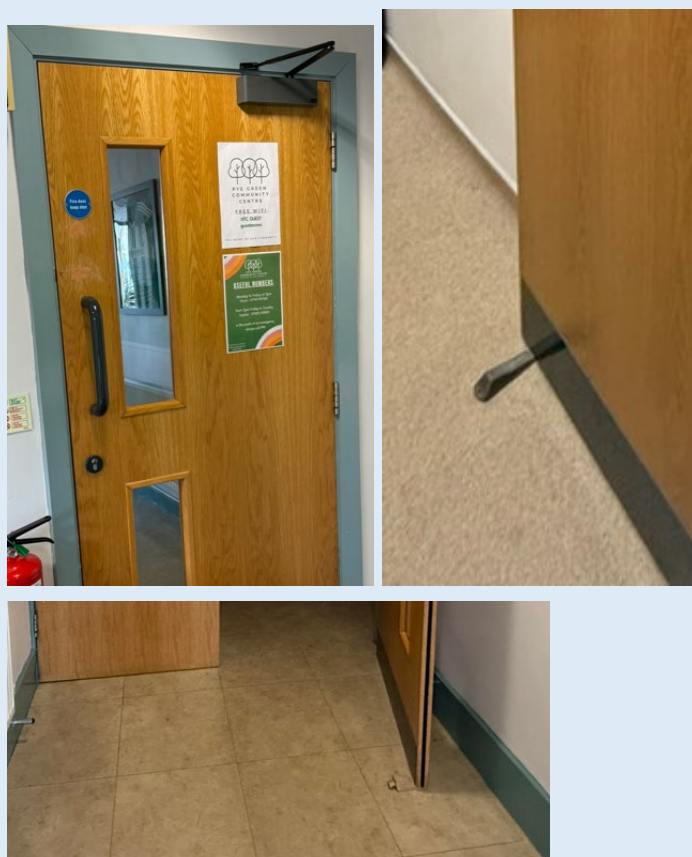
19.3 Comments & Hazards Observed:

Fire doors are a crucial part of fire safety and compartmentation. They prevent the spread of fire and smoke, giving people more time to evacuate safely.

The doors observed were damage free, had seals and self-closers in place.

During the assessment, doors were found wedged open. If this is a frequent occurrence, I recommend installing electric hold-open devices to maintain fire safety.

All staff and hirers are advised to ensure doors are not propped open when the centre is in use.



6) Based on a visual inspection of readily accessible areas, with limited sampling where appropriate

20 Smoke Ventilation

20.1 Is there reasonable provision of smoke ventilation from escape routes?

Yes

20.2 Is there reasonable provision of smoke ventilation for the fire service?

Yes

20.3 Is there reasonable provision of smoke ventilation from basement or car parks?

N/A

20.4 Comments & Hazards Observed:

Manually operated windows and doors for smoke ventilation, but these are not automatic.

FIREFIGHTING

21 Manual Fire Extinguishing Appliances

21.1	Is there reasonable provision of portable fire extinguishing appliances?	Yes
21.2	Are the fire extinguishers suitable for the purpose?	Yes
21.2	Are firefighting appliances checked that they are in good order at least Monthly by the occupier?	No
21.3	Have they been maintained by an accredited company in the last 12 month?	Yes
-	Last test date of extinguishers:	April 2024
21.4	Are hose reels provided where required and suitably maintained?	N/A
21.5	Comments & Hazards Observed:	

There is a good provision of fire extinguishers installed in these premises in accordance with BS5306-8. This is an appropriate number of fire-fighting extinguishers for a premise of this size and with this occupancy.

Monthly visual checks of the fire extinguishers, as required by part 3 of the British standards should continue to be recorded confirming that the extinguishers are present and appear to be in working order (tags in place, no obvious damage) any necessary remedial work to be carried out without delay.

The extinguishers have been serviced annually by a competent engineer and records are kept for proof of due diligence; this was last carried out by First Point Fire & Safety.

Please ensure this is continued along with a full inventory of extinguishers.

22 Relevant Automatic Fire Extinguishing Systems ⁷⁾

22.1	Type of fixed systems provided	No fixed systems are installed
22.2	Other Relevant Fixed Systems	No other systems are installed
22.3	Comments & Hazards Observed:	No comment
22.4	Suitable provisions of Fire-Fighting switches for High Voltage Luminous Tube signs' etc.?	N/A
	Comments:	There are no circuits that require the provision of fire-fighters switches.

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

DETECTION & WARNING

23 Control Equipment ⁸⁾

23.1 Is a fire detection and/or alarm system provided?

Yes

System Details:

C-tec 8 conventional panel.

The system is similar to BS5839-1 Category L1 with Manual Call Points (MCP), sounders/beacons and smoke/heat detectors fitted throughout.



23.2 Have they been maintained by an accredited company in the last 6 months?

Yes

Is the control equipment suitably located?

Yes

Is the control equipment free from any obvious fault or defect?

Yes

Is there a remote transmission of alarm signal provided where applicable?

Yes

23.3 Comments & Hazards Observed:

The panel is located in the main entrance.

On the day of assessment, the panel was fault free.

System is connected to an ARC.

The Alarm system was last service by First Point Fire & Safety.



8) Based on Visual inspection, but no audibility tests or verification of full compliance with British Standard carried out

24 Manual Fire Alarms

- | | | |
|------|---|-----|
| 24.1 | Are there sufficient means of manually raising an alarm? | Yes |
| 24.2 | Are manual call points located at all final exits, storey exits, fire compartment wall exits or exits from rooms of high risk and free from obvious defect? | Yes |
| 24.3 | Are anti-tamper devices fitted to fire alarm call points? | Yes |
| 24.5 | Comments & Hazards Observed: | |

There appears to be a reasonable supply of manual call points throughout the building.



25 Automatic Fire Detection

- | | | |
|------|---|-----|
| 25.1 | Is there sufficient provision of automatic fire detection? | Yes |
| 25.2 | Is the type of automatic fire detection suitable and free from obvious defect? | Yes |
| 25.3 | Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety? | Yes |
| 25.4 | Are the automatic fire detectors of the right type and in the appropriate locations? | Yes |
| 25.5 | Are there adequate means of alerting all persons? | Yes |
| 25.6 | If the fire-detection and warning system is electrically powered, does it have a back-up power supply? | Yes |
| 25.7 | Comments & Hazards Observed: | |

Automatic detection has been fitted throughout.

There appears to be adequate means of alerting all persons.

LIGHTING

26 Normal Lighting

26.1	Is there adequate lighting of internal escape routes?	Yes
26.2	Is there adequate lighting of external escape routes?	Yes
26.3	Is there adequate lighting in risk critical areas?	Yes

26.4 Comments & Hazards Observed:

The existing lighting setup on-site, comprising both natural and artificial light sources, is deemed adequate for normal operations.

27 Emergency Lighting⁸⁾

27.1	Method of emergency lighting of internal escape routes:	Emergency Escape Lighting
	Is this provision reasonable?	Yes
27.2	Method of emergency lighting of external escape routes areas:	Emergency Escape Lighting
	Is this provision reasonable?	Yes
27.3	Are there back-up power supplies for the emergency lighting?	Yes
27.4	Have they been maintained by an accredited company in the last 12 months?	No
	- Last test date of Emergency Lighting	N/A

27.5 Comments & Hazards Observed:

It appears that the installed emergency lighting system will provide sufficient illumination.
They have not undergone recent annual inspection.

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

SIGNS & NOTICES

28 Escape Routes

28.1 Is escape route signage necessary?

Minor

28.2 Is escape route signage provided, and correct?

Yes

28.3 Comments:

The site lacks adequate safety signage and must be provided with clear and sufficient signage to ensure occupants can easily and safely evacuate the premises to a place of complete safety.

“Exit Keep Clear” signs required for external doors.



29 Is a zone plan of the fire alarm system provided adjacent to the main control panel?

Yes

A fire alarm zone plan is located adjacent to the fire alarm control panel. This is to ensure that anyone responding to an alarm, including the fire service, can quickly identify the specific location of the fire within the building.

This placement is in line with the recommendations of the British Standard BS 5839-1:2017.



29.1

30 Fire Doors

30.1	Is there signage suitable for self-closing fire doors?	Yes
30.2	Is there signage suitable for locked fire doors?	Yes
30.3	Is there signage suitable for automatic fire doors?	N/A
30.4	Comments:	
Each internal fire door has present and appropriate signage in place.		

31 Other Signs & Notices

31.1	Is there suitable signage for fire service facilities?	Yes
31.2	Are there suitable notices for fire extinguishers?	Yes
31.2	Are fire action notices present and completed with adequate information?	Yes
31.3	Is there a fire assembly point sign?	Yes
31.4	Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?	Yes
31.5	Comments:	
<p>Fire Extinguishers have signage in place.</p> <p>Fire action signage provides clear and information.</p> <p>Changes in recent years now require responsible persons to review the fire safety signs within their premises. The signs and the installations of them must comply with BS EN ISO0710 and BBS5499 (all relevant parts)</p>		

FIRE SAFETY MANAGEMENT

32 Managing Fire Safety

Procedures & Arrangements

32.1	Fire safety at the premises is managed by & their role? ⁹⁾	Lindsey Smith
	Comments:	
	While the designated fire safety person possesses a basic understanding of fire safety principles and is prepared to fulfil their responsibilities, fire safety is only one of several duties they hold.	
32.2	Are appropriate fire procedures in place ¹⁰⁾ ?	Yes
32.3	Are staff aware of the emergency plan, including	Yes
	- The identity of people nominated to respond to fire?	Yes
	- The identity of people nominated to assist with evacuation?	Yes
32.4	Are there suitable arrangements to meet the fire and rescue service on arrival and provide them with relevant information?	Yes
32.5	Adequate access for the fire brigade vehicles?	Yes
32.6	Are employees from outside organisations given appropriate fire safety information?	Yes
32.7	Comments & Hazards Observed:	
	<p>Fire procedures are in place and appear suited to the current circumstances. Procedures must be reviewed periodically and updated as necessary. Staff must be aware of all changes.</p> <p>Procedures for summoning the Fire and Rescue Services is undertaken via telephone, using mobile phones and calling from outside. Site address details are available for those not familiar to the site.</p> <p>Access for the fire brigade vehicles is adequate. Gates the gates to the centre are open when the centre is in use permitting suitable width access to large vehicles to the carpark and side and rear of centre.</p> <p>As part of the room hire agreement hirers are informed and sign to agree for the hirer to be responsible for their attendees. Hirers are made aware of fire exits and evacuation points</p>	

9) This is not intended to represent a legal interpretation of responsibility but merely reflect the managerial arrangement in place at the time of this risk assessment.

10) 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.

33 Evacuation

33.1	Evacuation strategy	Simultaneously
33.2	Have sufficient fire Marshals/Wardens been appointed to help in evacuating the premises?	No
33.3	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
33.4	Are visitors and guests aware of what to do in an emergency?	Yes
33.5	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
33.6	Is there a suitable fire assembly point?	Yes
-	Location of fire assembly point:	Main Gate

33.7 Comments & Hazards Observed:

Currently all staff are able bodied.

Site is open to the public; all hirers are provided with fire safety information.

Sufficient fire marshals/wardens are essential for the safe and efficient evacuation of the premises in the event of a fire. They play a crucial role in guiding occupants to safety, checking that all areas are clear, and assisting vulnerable individuals. Without an adequate number of trained fire marshals, evacuation can become chaotic, leading to delays, injuries, and potentially fatalities. They are a legal requirement and crucial for fulfilling fire safety obligations

24.1 **The hirer must comply with HTC's Emergency Procedures.** If the fire alarm is sounded, everyone should leave the building immediately by the nearest fire exit. No one should return to PGCC until permission has been obtained from HTC or its Officers. Please ensure that your guests are gathered at the fire point outside of the perimeters. Signage is located on the green fencing near to the righthand side of the gate on exit.

24.2 In the event of a fire, the emergency services shall be informed by calling 999 in the first instance along with the emergency contact(s) provided to you via the facilitator.

34 Co-operation & Co-ordination

34.1	Has cooperation & coordination with other premises occupiers, neighbouring premises, emergency services and other authorities been established?	No
34.2	More specifically:	
-	Appropriate liaison with fire brigade?	No
-	Are joint training and fire drills sessions carried out in multi-occupied buildings?	N/A
-	Are employers aware of fire risks and general fire precautions for other organisations in the premises?	N/A
34.3	Comments & Hazards Observed:	

Currently, there is no need to establish formal agreements for cooperation and coordination with nearby businesses, emergency services, or other pertinent authorities.

The property is detached from its neighbours, each have their own independent means of egress. The site's risk level doesn't necessitate formal involvement from the Fire Service, though maintaining communication with them for informational purposes is beneficial

As part of the room hire agreement hirers are informed and sign to agree for the hirer to be responsible for their attendees. Hirers are made aware of fire exits and evacuation points.

TRAINING & DRILLS

35 Training And Drills¹¹⁾

35.1	Are all staff given adequate fire safety instruction and training on induction?	Yes
35.2	Are nominated staff trained in the use of portable fire extinguishers?	No
35.3	Are staff with special responsibilities (e.g. Fire Marshals) given additional training?	No
35.4	Are all staff given periodic refresher fire training at suitable intervals?	No
35.5	Are regular fire drills carried out at appropriate intervals?	No
35.6	Do staff receive suitable training on the following areas?	
	- Fire risks in the premises?	No
	- The fire safety measures on the premises?	No
	- Action in the event of fire?	No
	- Action on hearing the fire alarm signal?	No
	- Method of operation of manual call points?	No
	- Location and use of fire extinguishers?	No
	- Means for summoning the fire and rescue service?	No
	- Identity of person nominated to assist with evacuation?	No
	- Identity of person nominated to use fire extinguishing appliances?	No
35.7	Have staff working in areas for used or store hazardous or explosive substances had appropriate fire training?	N/A
35.8	Comments & Hazards Observed:	

Existing staff received basic fire safety information during their initial induction. However, this training is now outdated and requires immediate renewal. A comprehensive fire safety refresher training programme is crucial and should be implemented as soon as possible, covering the following key areas:

- **Updated Fire Safety Procedures:** A thorough review of the fire safety procedures specific to the *current* premises, including evacuation routes, assembly points, fire alarm response protocols, and the use of fire-fighting equipment. This should address any changes compared to the previous building.
- **Fire Prevention Measures:** Reinforcement of fire prevention best practices, such as proper storage of flammable materials, electrical safety guidelines, and procedures for preventing arson.
- **Fire Risk Assessment Awareness:** Information about the *current* fire risk assessment for the building, highlighting identified hazards and control measures. Staff should be familiar with the findings and their implications.

- **Use of Fire-Fighting Equipment:** Practical training on the correct use of fire extinguishers, fire blankets, and other fire-fighting equipment available in the *new* premises. This should include hands-on experience where possible.
- **Emergency Evacuation Drills:** Participation in fire drills to practise evacuation procedures and familiarise staff with escape routes and assembly points in the *new* building.
- **Roles and Responsibilities:** Clear definition of individual roles and responsibilities in the event of a fire, including fire marshal/warden duties if applicable.
- **Changes to the Premises:** Specific focus on any changes to the building layout, fire exits, or fire safety equipment compared to the previous premises. This is vital for staff to understand the new layout and any implications for fire safety.

Provide fire safety training and refresher courses to all staff members, regardless of their tenure. This helps to keep safety protocols fresh in their minds and reinforces the importance of vigilance.

Regular fire drills are a legal requirement and essential for the safety of all building occupants. These drills must be thoroughly documented, including the date, time, participants, the scenario practised, and any areas for improvement identified. A culture of proactive fire safety should be fostered, encouraging all staff to report any fire safety concerns, however small they may seem.

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

MAINTENANCE & RECORDS

36 Testing and Maintenance

36.1	Adequate maintenance of workplace?	Yes
	Comments & Deficiencies Observed:	
	The site demonstrates satisfactory overall maintenance, including cleanliness and well-maintained areas.	
36.2	Weekly testing of the fire detection & alarm system undertaken?	Yes
	Bi-annual servicing of the fire detection & alarm system undertaken?	Yes
	Is the fire detection maintenance company certified for the maintenance of fire alarm systems?	No
	Comments & Deficiencies Observed:	
	The alarm system is subjected to an in house test each week. Documentation is available showing a different call point is tested each week. Fire alarm was last serviced August 2024, due Bi-annual service this month (February 2025) Technicians should have qualifications specifically related to fire alarm systems, such as those offered by the FIA (Fire Industry Association). Ask to see evidence of qualifications to ensure they are competent to undertake the work. BAFE SP203-1 : This is the gold standard. Companies with this certification are independently audited to ensure they meet strict quality standards for fire alarm design, installation, commissioning, and maintenance. Always check for this certification. You can find BAFE-certified companies on their website	
36.3	Monthly flick testing of routines of emergency lighting system undertaken?	No
	Periodic servicing of routines of emergency lighting system undertaken?	No
	Comments & Deficiencies Observed:	
	System requires annual testing and maintenance. The emergency lights should be subjected to an in-house test each month and the results recorded. The test is required in accordance with BS 5266-8:2004 The period of simulation mains failure needs only be sufficient for the purpose of this test. During this period, all light fittings and signs must be checked to ensure that they are in good condition, clean and functioning correctly.	
36.4	Monthly visual in-house inspection of portable fire extinguishing appliances?	No
	Annual maintenance of portable fire extinguishing appliances?	Yes
	Is the fire extinguisher maintenance company certified for the maintenance	Yes
	Comments & Deficiencies Observed:	

Fire Risk Assessment – Pye Green Community Centre

<p>Fire extinguishers should be visually inspected at least once a month. This is in addition to the annual servicing that needs to be carried out by a competent person. The monthly visual inspection is a simple check to ensure that the fire extinguisher is in good working order and has not been damaged or tampered with</p> <p>Fire extinguishers appliances are serviced annually.</p>		
36.5	Bi-annual inspection and annual testing of rising mains?	N/A
<p>Comments & Deficiencies Observed:</p> <p>There are no rising mains.</p>		
36.6	Weekly visual inspections or sprinkler/fixed suppression installations?	N/A
	Periodic inspection and service or sprinkler / fixed suppression installations	N/A
<p>Comments & Deficiencies Observed:</p> <p>There are no sprinkler / fixed suppression systems</p>		
36.7	Monthly in-house inspections of final exit doors and / or security fastenings?	No
	Routine in-house inspections of internal fire doors?	No
<p>Comments & Deficiencies Observed:</p> <p>Monthly in-house inspections of final exit doors and security fastenings are a proactive measure to ensure the safety and security of a building. The Regulatory Reform (Fire Safety) Order 2005 requires the responsible persons to take necessary measures to ensure the safety of occupants in case of a fire. Automatic doors to PGCC entrance are checked weekly to ensure correct operation. Any necessary remedial work to be carried out without delay.</p>		
36.8	Regular inspections and testing of lighting protection system?	N/A
<p>Comments & Deficiencies Observed:</p> <p>There is no lighting protection system.</p>		
36.9	Other relevant inspections or tests:	N/A
<p>Comments & Deficiencies Observed:</p> <p>None Known</p>		
36.10	Are suitable systems in place for reporting and subsequent restoration of fire safety measures that have failed?	No
<p>Comments & Deficiencies Observed:</p> <p>There needs to be a system whereby issues requiring remedial actions are reported and safety measures are restored without delay.</p> <p>All tenants must be instructed to immediately report anything that is non-compliant.</p>		

37 Records

37.1 Appropriate records of:

- Fire drills?	No
- Fire training?	No
- Fire alarm weekly tests?	Yes
- Fire alarm maintenance?	Yes
- Escape lighting monthly tests?	No
- Escape lighting maintenance?	No
- Maintenance and testing of other fire protection systems?	No

37.2 Is the fire emergency plan readily available for staff to read? Yes

37.3 Is the fire emergency plan available to the enforcing authority? Yes

37.4 Are Personal Emergency Evacuation Plans (PEEPS) required and in place? N/A

37.5 Comments:

It's essential to maintain thorough records for all fire safety systems, ensuring they are readily available for inspection when requested. This includes detailed documentation of service activities, inspections, and any remedial work carried out.

Records must be available for inspections as and when required.

Records are the only evidence that quality fire management is being actively practiced. It must be remembered that the keeping of accurate records is a legal requirement. Consider keeping records digitally and backed up to the cloud. Falsification of such records is a criminal offence.

RISK SCORE

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood	Potential consequences		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable risk	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Considering 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
 ☐ High

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

- Low** Unusually low likelihood of fire because 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.

Considering the nature of the premises 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
 ☐ Extreme harm

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 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
 ☐ Substantial
 ☐ Intolerable

OVERALL ASSESSMENT OF RISK

Risk level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (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/actions should be implemented in order to reduce the fire risk to, or maintain it at, the following level:

Trivial

✓

Tolerable

Maintain

Definition of priorities (where applicable)	
High	Breaches of legal requirements, which could cause injury and require immediate short-term action. Also, includes matters that can be resolved at minimal cost
Medium	Breaches in legislation that may require medium/long term action to resolve
Low	Items of non-urgent priority or for future consideration.

Sec'n number	Recommended Action	Priority Level
19	Fire Door hold open devices recommend for doors wedged open, this will ensure the door shut on the activation of the fire alarm	3
27	Emergency Lighting requires annual inspection	2
28	"Exit Keep Clear" signs required on external facing fire doors.	2
33.2 & 35.2-4	Appoint Fire wardens and provided training for the role.	2
35.6	<p>Fire drills should be carried out at least twice a year.</p> <p>What to record during a fire drill:</p> <ul style="list-style-type: none"> • Date and time of the drill • Number of people participating • Evacuation time (how long it took everyone to reach the assembly point) • Any issues encountered: <ul style="list-style-type: none"> ○ Obstructed escape routes ○ Faulty alarms or equipment ○ Difficulties with evacuation procedures ○ Confusion or lack of awareness among staff • Names of any staff who didn't participate (and the reason why) <p>Actions taken to address any issues</p>	2

Fire Risk Assessment – Pye Green Community Centre

Sec'n number	Recommended Action	Priority Level
36.2	Technicians should have qualifications specifically related to fire alarm systems, such as those offered by the FIA (Fire Industry Association). Ask to see evidence of qualifications to ensure they are competent to undertake the work. BAFE SP203-1: This is the gold standard. Companies with this certification are independently audited to ensure they meet strict quality standards for fire alarm design, installation, commissioning, and maintenance. Always check for this certification. You can find BAFE-certified companies on their website	2
36.3	Carry out monthly flick testes of emergency lighting system: Test Log: Keep a detailed record of each test, including: <ul style="list-style-type: none"> • Date and time of the test • Location of any faulty lights • Duration of illumination • Any corrective actions taken Corrective Actions: If any faults are found, arrange for them to be repaired as soon as possible. This might involve replacing bulbs, batteries, or faulty components	2
21.2 & 36.4	British Standard BS 5306-3:2017 recommends regular visual checks to ensure extinguishers are in good working order. What does the inspection involve? <ol style="list-style-type: none"> 1. Check the extinguisher's location: Ensure its easily accessible and not obstructed. 2. Check the external condition: Look for any signs of damage, corrosion, or leakage. 3. Check the pressure gauge (if applicable): Make sure the needle is in the green zone, indicating adequate pressure. 4. Check the tamper seal: Ensure its intact and hasn't been broken. 5. Check the hose and nozzle: Make sure they're in good condition and free from obstructions. 6. Check the operating instructions: Ensure they're legible and easy to understand It's essential to keep a record of each monthly inspection.	2
36.7	Carry out monthly in-house inspections of final exit doors and security fastenings What Does the Inspection Involve? Final Exit Doors: <ol style="list-style-type: none"> 1. Operation: Ensure the door opens easily and fully in the direction of escape. 2. Closing Mechanism: Check that the door closes firmly and automatically. 3. Signage: Verify that the "Fire Exit" signage is clear, visible, and unobstructed. 4. Emergency Hardware: Inspect panic bars, push pads, or other emergency release mechanisms for proper functioning. 5. Clearance: Ensure the escape route leading to the final exit is clear of obstructions. Security Fastenings:	2

Fire Risk Assessment – Pye Green Community Centre

Sec'n number	Recommended Action	Priority Level
	<ol style="list-style-type: none"> 1. Locks and Bolts: Check for proper operation and ensure they are in good working order. 2. Hinges: Inspect for signs of damage, wear, or tampering. 3. Security Bars or Grilles: Verify that they can be easily released from the inside in case of an emergency. <p>It's essential to keep a record of each monthly inspection.</p>	
36.10	There needs to be a system whereby issues requiring remedial actions are reported and safety measures are restored without delay - Establish clear points of contact for reporting issue.	3
37	Keep detailed records of maintenance and inhouse inspections - <i>Records are the only evidence that quality fire management is being actively practiced. It must be remembered that the keeping of accurate records is a legal requirement. Consider keeping records digitally and backed up to the cloud. Falsification of such records is a criminal offence.</i>	3

DISCLAIMER

The Fire Risk Assessment endeavours to allow for the identification of hazards, risks and control measures associated with a premises/building, and to identify the Significant Findings and the Relevant Persons at risk from them.

The Responsible Person and/or their Representative should ensure that this is achieved.

It should be noted that it is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the Fire Risk Assessment.

Diamond Fire & Security accepts no responsibility for how the Fire Risk Assessment Checklist, Documents and Templates are utilised or for any added content or findings.

The Responsible Person and/or their Representative should note that nothing within the Fire Risk Assessment overrides any requirements needed to comply with statutory obligations under the Health and Safety at Work Act, 1974 and all associated Regulations and approved codes of practice.

The Fire Risk Assessment does not override, where appropriate, the application requirements for Building Control, Local Authority, Licensing and any other consent.

The Fire Risk Assessment is a continuous, live process and must be monitored and audited, reviewed and revised with any structural and material changes to the premises/building, the usage of, and any changes to processes carried out, the introduction of additional Ignition sources and increased Fire loading.

The Fire Risk Assessment should be reviewed with any significant changes to staff and occupancy and following any "near miss" or incidence of Fire. Any change could lead to new hazards and risks needing to be considered and no liability rests with Diamond Fire & Security in this respect. Notwithstanding, The Fire Risk Assessment should be programmed for review at intervals not exceeding 12 twelve months.

Assessor Name Stephanie Millington

Assessor Signature


Stephanie Millington (Mar 17, 2025 14:42 GMT)

Date

17/03/25

Responsible Person Name

Cheryl Kinsella

Responsible Person Signature


Cheryl Kinsella (Mar 17, 2025 09:22 GMT)

Date

17/03/25

LIFE SAFETY FIRE RISK ASSESSMENT CERTIFICATE OF CONFORMITY**CERTIFICATE No. 1989402**

This certificate is issued by the organization named in part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or Organization named in Part 2 of the schedule at the premises and / or part of the premises in Part 3 of the Schedule.

PART 1 - ISSUER DETAILS

Issuing Organisation Name	Diamond Fire Extinguishers (Brindle & Sons) Limited T/A Diamond Fire and Security		
BAFE Registration no.	302405	SSAIB Registered Provider:	STAF068

PART 2 - CLIENT DETAILS


Customer's Name	Hednesford Town Council
Address	Pye Green Community Centre, Bradbury Lane, Cannock, WS12 4EP

PART 3 - CERTIFICATION DETAILS

Locations on premises to which this assessment applies	Whole Building		
Scope and purpose of fire risk assessment	Entire area, including all areas accessible to occupants and the surrounding environment, activities conducted within the space, the materials present, and the number and types of occupants. Ensure the safety of occupants by proactively identifying and mitigating fire risks		
Effective date of assessment	18 th February 2025	Review Date	17 th February 2026
Unique reference no.	SM-206:18225		

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certified Organisation

Name:	Stephanie Millington	Job Title:	Senior Fire Risk Assessor
Date of Issue	25 th February 2025	Signature:	 <small>Stephanie Millington (Mar 17, 2025 14:42 GMT)</small>

SSAIB (certification body) can be contacted at: 7 - 11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9SX. Tel: +44 (0) 191 296 3242 E-mail: certificate@ssaib.org Web: www.ssaib.org / www.ssaib.ie

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH www.bafe.org.uk :: 0844 335 0897

**SM-206:18225**









FIRE RISK ASSESSMENT FORMAT

Final Audit Report

2025-03-17

Created:	2025-03-15
By:	Diamond Fire & Security (accounts@diamondfire.co.uk)
Status:	Signed
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