

## FIRE RISK ASSESSMENT REPORT

Fire (Scotland) Act 2005, as amended. Fire Safety (Scotland) Regulations 2006 as amended

Gargunnoch Community Centre

Leckie Road

Gargunnoch

FK8 3BJ



Assessor: Caesar Ticehurst (MIFireE)

Date: 18/11/2019

Firehouse Scotland recommends that the fire risk assessment is reviewed  
in 18/11/2020 and or when circumstances change.





t 01324 711637 | f 0777 261 0799 | w [www.firehousescotland.co.uk](http://www.firehousescotland.co.uk)

## INDEX

- A. LEGISLATION
- B. STATEMENT OF STATUS OF THIS REPORT
- C. ASSESSORS STATEMENT OF COMPETENCE
- D. EXECUTIVE SUMMARY & SUPPLEMENTARY INFORMATION
- E. SITE INFORMATION
- F. FIRE HAZARDS & CONTROL
- G. MANAGEMENT OF FIRE SAFETY
- H. RISK MATRIX
- I. ACTION PLAN & SIGNIFICANT FINDING
- J. PHOTO SECTION



## A. LEGISLATION

Part 3 of the Fire (Scotland) Act 2005 as amended, is the law in respect of general fire safety in Scotland and sets out the fire safety duties for the majority of premises. The premises covered by the legislation are defined in section 78 of the Act but are predominantly most premises that are not private dwellings. The legislation covers general fire safety, which includes risk reduction, control measures, means of fire warning, fire-fighting, escape and staff training and instruction.

In general, the legislation seeks to ensure the safety, in the event of fire, of people (whether they are employees, residents, visitors or others) by setting out the rights and responsibilities of people in respect of fire safety. The duties placed on employers, employees, managers, owners and others in relation to fire safety are contained within Sections 53, 54, 55 and 56 of the Act. anyone who has control to any extent of the premises will have some responsibilities for ensuring that those occupying the premises are safe from harm caused by fire.

The cornerstone of Part 3 of the Act is the Fire Safety Risk Assessment. The risk assessment is an organised and methodical look at the premises, the activities carried on, the potential for fire to occur and the harm it could cause to the people in and around the premises. The Fire Safety (Scotland) Regulations 2006, as amended make provisions for the carrying out of the fire risk assessment.

It is a requirement that the fire risk assessment is reviewed by the duty holder regularly so that it is up to date; particularly if there is reason to suspect that it is no longer valid.

## A. STATEMENT OF STATUS OF REPORT

The purpose of this report is to provide an assessment of the risk to life from fire, 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.

The submission of this report constitutes neither a warranty of future results by the consultant C Ticehurst on behalf of Firehouse (Scotland) nor an assurance against risk. The report represents only the best judgement of the consultant C Ticehurst involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

## B. ASSESSORS STATEMENT OF COMPETENCE

This risk assessment was undertaken by Caesar Ticehurst of Firehouse Scotland. who is an ex-fire safety officer of many years' experience. He has trained through the Fire Service Colleges in all necessary disciplines of fire safety, building design and behaviour, is a Member of the Institute of Fire Engineers and has passed the NEBOSH General Certificate (National Examination for Occupational Safety & Health) as well as other courses to assist him to carry out this work. Caesar Ticehurst is competent to carry out Fire Risk Assessments by virtue of his training, competence, knowledge and experience in accordance with the recommendations prescribed by current legislation and relevant government guidelines.



### C. EXECUTIVE SUMMARY & SUPPLEMENTARY INFORMATION

The risk assessment covers two buildings within the site one is the actual Community centre the other is the Drop In Centre, the premises is run by a board of Trustees on the basis that all lets and keyholders are responsible for maintaining the safety of their group and to co-operate with the trust to ensure that fire safety arrangements provided are adhered to by all. At the time of the assessors visit the Trust were in the process of engaging a caretaker who would have a presence on the site for approximately two hours a day, it is not the intention of the Trust to transfer the responsibilities of each individual group or person letting a space on to the caretaker, the trust currently employ a part time cleaner for this site.

The later addition of an extension being used as a store room to the back of the Blue room assumed that the sliding doors between the Blue room and Yellow room could operate left open, however as the doors are sometimes operated shut this presents a significant increase in dead end travel distance to anyone who needs to access the back store room, the assessor has recommended that the first section of the sliding door in the Blue room is left open when access to the back store is required to provide a second means of escape within compliant travel distances even though technically, the configuration of travel is non-compliant however, this has been regarded as trivial risk and accepted by the assessor. The maximum numbers of persons being declared in attendance on this site including staff is 130 for the main building and 40 in the Drop In centre. On occasions when more than 60 persons are present in the main building such premises normally require exit doors on escape routes to open outwards, which is not the case in this building. The assessor seeks to diminish the risk presented by inward opening doors by generally managing the doors by use of nominated persons who are to react in the event of a fire, pinning some doors back in the fully open position, unlocking final exit doors and rehanging a door at the base of the staircase in the direction of escape, in order for this strategy to work, it is important for these interim arrangements to be passed on to Group leaders and be well understood when numbers are in excess of 60 persons in attendance and the Trust will need to monitor these arrangements.

The single staircase that serves the upper floor offices are let separately to two different occupiers, has been provided with a single door fire protection and a category 'L2' level of detection cover. The general rule for this type of layout is a higher category of 'L1' however as some areas have been left out in this coverage like the Beaver store room and upper store in the lower loft area, in the circumstance the assessor has deemed the risk to be adequately covered in this instance with the current lower level of detection provided.

Issues regarding the training of key holders and staff are highlighted in this report that can be addressed by the compilation of a basic training guide with compiled questionnaire to confirm understanding and the site fire procedures. Most of the fire safety information can be obtained from internet accessible materials under the sector specific guides noted below. The compiled guide issued and used by the Trust should be issued to all keyholders and signed and returned to the Trust at the commencement of each let with further confirmation slip submitted annually to cover refresher training that also declares the date of an evacuation drill undertaken by the keyholders/user groups within the last 12 months.

A copy of this fire risk assessment should be made available in a plastic pocket at a nominated point for access by user groups of the site.



<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-non-residential-premises-9781788511322/>

General areas were non-compliances or where improvements need to be made not already mentioned above included the following; the PAT checks for some items were overlooked at last PAT visit; some cautionary additional arrangements for managing smoking on site have been included; control and management of refuse; managing portable heaters; lightning protection; areas where housekeeping arrangements can be improved; control and protection of external contractors; improving fire safety of the Biomass boiler room; improvement of escape arrangements and the reduction of fire spread due to inadequacies in fire compartment arrangements; improvement in fire alarm system and emergency lighting provision and maintenance; improvement and increase in portable fire-fighting equipment provided; minor addition in fire safety signage; general comments relating to management, control and monitoring and reviewing of fire safety training arrangements including record keeping.

#### E. SITE INFORMATION

Property Address	Gargunnoch Community Centre, Leckie Rd. Gargunnoch FK8 3BJ
Responsible Person	Iain Gulland (Chairman of Gargunnoch Community Trust)
Person consulted	Douglas Johnston (Treasurer) & Jeremy Wilkinson (Director)
Premises/Site Use	Community Centre & Licensed Private Party Venue
Approximate size of premises	Community Centre 540 m.sq & Drop In 112 m.sq
Date of Previous Fire Risk Assessment	April 2015
Areas excluded from this assessment	None
People especially at risk	Children
No. of Premises Occupants – Day	Individual User Groups & Office users 1-130 (Main Bldg) 1-40 (Drop In)
No. of Premises Occupants – Night	Individual User Groups & Office users 1-130 (Main Bldg) 1-40 (Drop In)
Have the premises suffered any previous fire loss	No
Age of the building	Original parts of Main Building circa 1858 & Drop In circa. 1911

Brief Description of Building Construction	The original parts of the main building and the Drop in are of stone block with traditional timber ceilings finished off in slate, later added extensions are of timber with a flat roof bituminised felt covering. The main building is two storey with a timber floor and timber staircase, the Drop In building is a single storey with a store extension entered from the outside. The two buildings are separated and sit across from each other, with a car park to the back.
No. of Floors	Main (2) Drop In (1)
Internal Staircases	1
External Staircases	None
Dry / Wet Rising Mains	None
No. of Lifts	None
Security provision	Secured perimeter doors with a coded lock and pin key box containing entry key, which building users have access codes to.
External Areas included in assessment	Immediate perimeter areas of buildings, car parks of premises on the site under the control of the client.
Fire and Rescue Service Access	Fire Engine access is possible right up to the front door and car park with access pathways along external perimeter of buildings.
Adjacent Property Risk	None, domestic houses across the street.
Fire Loss Experience	None
Other Relevant Information	First floor offices are let out to two separate occupiers, the buildings are used by different groups among which may include children, current hall lets are on the basis of key holders taking full responsibility of the let with no on site presence necessarily guaranteed by the members of the Community Trust.

## F. FIRE HAZARDS & CONTROL

### 1. Electrical sources of ignition

		N/A	Yes	No
1.1	Reasonable measures taken to prevent fires of electrical origin?			x
1.2	Fixed installation periodically inspected and tested?		x	
1.3	Portable appliance testing (where appropriate) carried out?		x	
1.4	Suitable policy regarding the use of personal electrical appliances?			x
1.5	Suitable limitations of trailing leads and adapters		x	
1.6	Comments: The electrical installation system for the premises on site were subject to an electrical safety check with any faults highlighted remedied to achieve a satisfactory report dated July 2019. PAT checks have been carried out on 02/2019 however some portable electric items in the Drop In do not have a test label or have been missed at the last PAT visit and need tested. There is no policy controlling use of untested portable electrical appliances brought in by Trustees, staff or Centre Groups. Some use of extension lead strip adapters noted although not overloaded at the time of the assessors visit these should ideally be designed out or replaced with permanent wall mounted sockets as the safer long term option.			

### 2. Smoking

		N/A	Yes	No
2.1	Reasonable measures taken to prevent fires as a result of smoking?		x	
2.2	Smoking prohibited on the premises?		x	
	Smoking prohibited in appropriate areas?	x		
	Suitable arrangements and policy in place for those who wish to smoke?			x
	This policy appeared to be observed at time of inspection?		x	
2.3	Comments: Currently a small bin with sand is provided outside the main building, this bin should be augmented by other receptacles strategically located well away from any refuse bin areas, where most smokers attending the centre wishing to smoke may gather. A 'No smoking' notice should exhibited at each of the entrances in use in the two buildings.			

### 3. Wilful Fire Raising

		N/A	Yes	No
3.1	Does basic security against wilful fire raising by outsiders appear reasonable? <sup>1</sup>			x
3.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?			x
3.3	Comments: The premises are located within a small village with very little incidents of vandalism noted to this site, village life affords some comfort of security however the bins should be relocated from under the windows of the Drop In building and the public recycling bins located on this site should be monitored to ensure that any recycling by the			

public does not create areas of combustible recycled refuse piles beyond the bins already provided by the Local Council that could place the nearby buildings at risk of fire spread though wilful fire raising of the refuse pile.

<sup>1</sup>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

#### 4. Portable Heaters & Heating Installation

		N/A	Yes	No
4.1	Is the use of portable heaters avoided as far as practicable?			x
4.2	If portable heaters are used: Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?			x
4.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials?			x
4.4	Is the heating covered by regular maintenance.?		x	
4.4 Comments: The main heating system for the two buildings consists of a Biomass Boiler located at the back of the main building the Trust have had some problems with the heating and have purchased industrial type electric blow heaters the use of which may recede once the main heating system which is now under a service contract have had the faults rectified. <b>The use of the industrial type electric blow heaters in areas frequented by children should be provided with a fire guard and continue to be closely monitored.</b>				

#### 5. Cooking

		N/A	Yes	No
5.1	Are reasonable measures taken to prevent fires as a result of cooking?		x	
5.2	Filters changed and ductwork cleaned regularly?	x		
5.3	Suitable extinguishing appliances available?		x	
5.4 Comments: A domestic type kitchen is provided in the main building with basic mess facilities provided in the Drop In building, there are adequate portable fire-fighting facilities provided for both kitchens consisting of light duty fire blankets and a Carbon Dioxide extinguisher for the kitchen in the main building.				

#### 6. Lightning

		N/A	Yes	No
6.1	Is lightning protection been provided to this building/premises?	x		
Comments: <b>There did not appear to be lightning protection fitted, it is unlikely that low rise buildings need to be provided with such protection however, as this is beyond the realm of the assessors expertise the client may wish to seek a second opinion from an industry</b>				



specialist to see if any of the buildings on this site require lightning protection cover as per BS EN 62305/2: 2008

## 7. Housekeeping

		N/A	Yes	No
7.1	Is the standard of housekeeping adequate?			x
7.2	Combustible materials appear to be separated from ignition sources?			x
7.3	Avoidance of unnecessary accumulation of combustible materials or waste?			x
7.4	Appropriate storage of hazardous materials?		x	
7.5	Avoidance of inappropriate storage of combustible materials?		x	
<p>7.6 Comments: The general placement of items against the external wall of the Blue room should be avoided and these items cleared. The client and all user groups are encouraged to revisit their storage on site with a view to reducing this storage to a minimum where the materials are no longer required. The storage of batteries in the store although the store was relatively free of other storage is not recommended and should ideally be relocated off site. The storage of paint and white spirit among general storage in the store at the back of the Drop In building should be kept in a metal cabinet and separated from general storage. The use of curtain fabrics in the Drop In centre should preferably be the type that complies with the The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended 1989 and 1993). The draping over of synthetic material blanket/covers should be avoided across computer equipment and electrical extension leads.</p>				

## 8. Hazards introduced by outside contractors & Building Works

		N/A	Yes	No
8.1	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work")			x
8.2	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	x		
<p>8.3 Comments: Basic fire safety control should be exercised with contractors undertaking works at these premises all contractors should be asked when appropriate to produce method statements to support safe systems of work and operate a hot work permit system when hot work repairs are carried out on the flat roofs</p>				

## 9. Dangerous Substances

		N/A	Yes	No
9.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	x		

9.2	If 9.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	x		
9.3 Comments: There currently are no substances on site that would attract a risk assessment required by the Dangerous Substances and Explosive Atmospheres Regulations 2002				

## 10. Other significant hazards, including process hazards that may impact on fire precautions

10.1	Additional Hazards: <b>Biomass Boiler</b>
Comments: The cabin housing the Biomass boiler was tidy however contained a number of 25kg pelleted bags of Biomass fuel, this backup stock arrangement should be preferably relocated out of the boiler room and perhaps kept in the side store room (where the batteries were noted i.e. minus the batteries) separate from the boiler space. The Trust nominated H&S officer should be aware and follow the contents of the guide issued by the Combustion Engineering Association (CEA) and supported by the Carbon Trust, titled 'Health and safety in biomass systems Design and operation guide'.	

## 11.Means of Escape from fire

		N/A	Yes	No
11.1	Are the premises provided with reasonable means of escape in case of fire?		x	
11.2	Are the designs of escape routes adequate?		x	
11.3	Are there enough exits?		x	
11.4	Do the exit doors open easily without the use of keys?		x	
11.5	Do Fire exits open in direction of escape where necessary?			x
11.6	Are door fastenings appropriate?			x
11.7	Are escape routes suitably fire protected?			x
11.8	Are travel distance's compliant for single direction of travel?			x
11.9	Are travel distance's compliant where more than one route is available?		x	
11.10	Are the premises provided with reasonable arrangements for means of escape for disabled people.			x
11.11 Comments: A number of doors do not open in direction of travel this may become a problem when numbers on site are well in excess of 60 persons and especially when alcohol is also being served, there should be an arrangement that any inward opening perimeter entry doors are opened up and securely pinned back and persons nominated to ensure that in the event of a fire alarm activation either of the external exit doors (sliding or inward opening) in the Garden room are opened up immediately. The turnbuckle locks are				

normally acceptable for normal use however are not recommended when the premises are used for more than 60 persons and alcohol is being served, during these times the turnbuckle locks should be in the fully unlocked position. The inward opening door at the bottom the office staircase should be rehung to open in the direction of exit. The cupboard off the top landing should be kept locked and any secure fastenings should be such that ensure that the door is held tight against door rebates. The doors into each individual office on the upper floor should be provided with an overhead door closing device. The door into the Lee Masons office and the door into the corridor off base of the stairs requires the intumescent/cold smoke seals to be completed around the side or top of the door perimeter. Access to the back store off the Blue room places persons well beyond 15m to reach a final exit therefore when it is likely that group activities such as the playgroup who may require access to the back store are present, one of the panels in the sliding door fixture in the Blue room is left in the open position to enable access to a secondary exit escape alternatively, a fire exit door should be considered directly out of the back store room. A portable ramp should be provided to enable wheelchair emergency exit facilities to overcome the step at the original front door location.

## 12.Measures to limit fire spread and development

		N/A	Yes	No
12.1	Is fire Compartmentation of a reasonable standard? <sup>2</sup>			x
12.2	Are there reasonable limitation of linings that might promote fire spread?		x	
12.3	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? <sup>3,4</sup>	x		

12.4 Comments: The wall linings was suitable and did not appear to be of a type to promote fire spread. There were no fire dampers needed or present at this site. The plasterboard fire protection on the underside of the staircase in the cupboard was perished and requires to be repaired or replaced to achieve the original minimum 30 mins fire resistance. The gaps around the electrical intake leading into the cavity wall of the Yellow room and the gap around the electrical cable in the upstairs cupboard ceiling off the landing into the loft space should both be fire stopped around the cable services by materials affording a minimum of 30 mins.

<sup>3</sup>Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

<sup>4</sup>A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

## 13.Emergency escape lighting

		N/A	Yes	No
13.1	Is there a reasonable standard of emergency lighting cover? <sup>5</sup>			x
13.2	Has the emergency lighting been tested regularly i.e.? Monthly function test by local management			x

	Annual service that includes full discharge test by engineer.		X	
<p>13.3 Comments: The existing emergency lighting for both buildings was last serviced in July 2019. The monthly function tests of the emergency lighting should be extended to the Drop In centre and should include simulation of a mains power fail during the test until, test key facilities have been installed. The current emergency lighting should be extended to cover the external exit from the Yellow room and the Drop In centre, the less abled person toilet and escape routes round to the front of the main building perimeter which may not benefit from borrowed street lighting.</p>				

<sup>5</sup>Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

#### 14.Fire Alarm system

		N/A	Yes	No
14.1	Is there a reasonable standard of fire alarm cover <sup>6</sup> ?		x	
14.2	Does the level of detection cover appear suitable for the occupancy and use?			x
14.3	Have an adequate number of call points been provided?		x	
14.4	As far as can be determined is the Fire control panel fully operative showing no faults?		x	
14.5	Has a fire zone plan been provided at the main control panel and at any repeater panel?			x
14.6	Is the fire alarm subject to weekly call point checks?		x	
14.7	Has the fire alarm system been tested by an engineer in the past 12 months?		x	
<p>14.6 Comments: The fire alarm system was serviced for the two buildings in 02/2019. There is a category to a minimum L2 level of cover to BS5839: Part 1 in the main building and equivalent to an 'LD3' level of cover BS5839: Part 6 for the Drop In centre although the coverage for the main building falls short for a category 'L1' the existing provision is deemed by the assessor to suffice for both. A fire alarm beacon should be fitted in the less abled toilet in the main building. The fire alarm system in the main building should be linked to an Alarm receiving centre. A fire alarm zone plan should be provided at the fire alarm control panel in the main building. The domestic type interlinked detectors in the Drop In centre should be press button tested monthly.</p>				

<sup>6</sup>Based on visual inspection, but no audibility tests or verification carried out of full compliance with the relevant British Standard.

#### 15.Portable fire extinguishers

		N/A	Yes	No
15.1	Is there an adequate level of provision to cover the risk?			x



15.2	Is servicing up to date?		X	
15.3	Are hose reels in place?	X		
<p>15.4 Comments: The extinguishers were last serviced on 05/2019. The use of Dry Powder extinguishers within a confined space, may be difficult to direct when discharged as it causes a lack of visibility, in addition the powder may be detrimental to persons with breathing or pulmonary medical conditions if inhaled therefore the extinguisher in the Biomass cabin should ideally be replaced in the long term by a 2kg Carbon Dioxide extinguisher. A 2kg carbon dioxide extinguisher should be provided and located at the top landing outside the offices and by the door at the exit from the Yellow room hall leading past the electrical intake in the corridor.</p>				

## 16. Safety Signage & Notices

		N/A	Yes	No
16.1	Is there a reasonable standard of fire exit signage?			X
16.2	Is there a reasonable standard of fire safety related notices?			X
<p>16.3 Comments: A direction of unlock sticker should be provided for the front entrance door from the Drop In. The fire assembly point sign in the garden is faded and needs replaced. The details of the nominated assembly point requires to be filled in, in one of the fire action notices. The assembly points and any associated signage should be brought closer to the street exits where persons can disperse.</p>				

## 17. Automatic fire suppression systems

		N/A	Yes	No
17.1	Are there any automatic fire suppressions systems installed for life safety?			X
17.2	Is servicing up to date?	X		
17.3	Are weekly checks undertaken by local management?	X		
<p>17.4 Comments: None installed or required.</p>				

## 18. Other relevant fire related systems

		N/A	Yes	No
18.1	Any other systems fitted for life safety?			X
18.2	Is servicing up to date?	X		
<p>18.3 Comments: None installed</p>				

## 19. Firefighter switch

		N/A	Yes	No
19.1	Suitable provision of a fire-fighters switch for high voltage luminous tube signs?	x		
Comments: None				

## G. MANAGEMENT OF FIRE SAFETY

### 20. Procedures and Arrangements

20.1	Fire safety is managed by <sup>7</sup>	Mr. Jeremy Wilkinson on behalf of the Trust		
		N/A	Yes	No
20.2	Competent person(s) appointed/nominated to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?		x	
Comments: The Gargunnoch Trust have appointed Firehouse (Scotland) and others to advise and assist with fire safety matters that may currently be beyond local competency.				

<sup>7</sup>This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time this Fire Risk assessment

		N/A	Yes	No
20.3	Is there a suitable record of the fire safety arrangements?			x
Comments: <b>A record of fire safety arrangements should be drawn up for these premises.</b>				
20.4	Appropriate fire procedures in place? More specifically:			
	Are procedures in the event of fire appropriate and properly documented?		x	
	Are there suitable arrangements for summoning the fire and rescue service?		x	
	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	x		
	Are there suitable arrangements for ensuring that the premises have been evacuated?			x
	Is there a suitable fire assembly point(s)?			x
	Are there adequate procedures for evacuation of any disabled people who are likely to be present?			x
20.5 Comments: Both buildings have no actual landline phones facility to summon the SF&RS this is expected to take place through the use of private mobiles, the site appears to have reasonable network signal strength to allow connection for mobile calls to be				

made. The fire action notice provides a basic fire procedure these should be revisited and made building specific. Due to the absence of a Trust representative on site the effectiveness of fire evacuation of the premises by various groups has not be trialled and tested by the Trust and needs to be confirmed. The nominated Assembly points are to be reviewed as already noted in a previous section. The evacuation of less abled persons within each of the user groups has yet to be reviewed and confirmed by the Trust.

		N/A	Yes	No
20.6	Persons nominated and trained to use fire extinguishing appliances?			x
<p>Comments: The Trust should identify the nominated lead members of each user group as well as any caretaker or cleaner whether under an honorarium fee or in employment to undertake basic extinguisher awareness training to enable the attempt and use of fire extinguishers as first aid fire fighting, should conditions allow in the event of a fire.</p>				

		N/A	Yes	No
20.7	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?			x
<p>Comments: The Trust should ensure that all user groups consider their current evacuation arrangements are suitable and sufficient and also consider the possibility of assisting less able persons within their group where applicable to reach ultimate safety in the event of a fire.</p>				
20.8	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?			x
<p>Comments: Although the buildings have an uncomplicated layout, as this is a community resource which would impact heavily on the local community should there be a fire and the use of the building is lost, it may be prudent for an invitation to be extended to the local fire station crews of the SF&amp;RS for a site familiarisation visit to take place. Should the practice of an annual sleep over by the onsite Beavers Troupe should continue, then the local crews of the SF&amp;RS should be notified of the date for this activity taking place and should be backed up by a risk assessment review covering the activity.</p>				
20.9	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?			x
<p>Comments: A regime that includes regular in-house fire safety inspections is already taking place for fire safety related items for the two buildings on this site, the inspection sheet should be revisited and improved to take cognisance of highlighted matters within this report.</p>				

## 21. Training & Drills

		N/A	Yes	No
21.1	Are all staff given adequate fire safety instruction and training on induction?			x

Comments: Any employed staff or persons given an honorarium retaining fee to undertake duties on this site should receive basic fire safety instructions as part of their induction training.				
21.2	Are all staff given adequate periodic "refresher training" at suitable intervals?			X
Comments: Any employed staff or persons given an honorarium retaining fee to undertake duties on this site should receive basic annual refresher fire safety instructions.				
21.3	Are staff members with special responsibilities (e.g. fire wardens) given additional training?			X
Comments: Any persons nominated to undertake or tasked with special responsibilities by the Trust should receive the appropriate training.				
21.4	Are fire drills carried out at appropriate intervals?			X
Comments: A fire evacuation drill should be undertaken by group leaders and key holders on taking up key holder duties and at least once a year thereafter under the supervision of a representative of the Trust				
21.5	When the employees of another employer work in the premises:  Is their employer given appropriate information (e.g. on fire risks and fire safety measures) ?  It is ensured that the employees are provided with adequate instructions and information?			X  X
Comments: Basic fire safety information about fire risk and fire safety measures at this site should be passed on to the employers and their employees/contractors undertaking work at least once on their first visit to the site.				
21.6	If a young person is employed has a separate risk assessment been undertaken for that young person?	X		
Comments: There are no young persons entrusted as a key holder.				

## 22. Testing & Maintenance not already covered

		N/A	Yes	No
22.1	Is there adequate maintenance of the workplace?		X	
Comments: There appears to be a good level of maintenance undertaken, with omissions if applicable, noted below				
22.2	Periodic inspection of external escape staircases and gangways?	X		
Comments: None				
22.3	Six-monthly inspection and annual testing of rising mains?	X		
Comments: None				
22.4	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	X		
Comments: None				



22.5	Routine checks of final exit doors and/or security fastenings?		x	
Comments: The exits and associated security fastenings are included in the regular weekly checks already noted in a check list.				
22.6	Annual inspection and test of lightning protection system?	x		
Comments: None				
22.7	Other relevant inspections or tests: Biofuel heating system & Portable heaters		x	
Comments: The heating equipment is covered by a recent signed for service contract and the portable heaters are included in the annual PAT checks.				

### 23. Record keeping

23.1	Appropriate records of:	N/A	YES	NO
	Fire Drills?			x
	Fire Training?			x
	Fire Alarm Tests?		x	
	Emergency Lighting?		x	
	Maintenance and testing of other fire protection systems?	x		
23.2 Comments: A log book should be kept to record all details by the Trustees and Key user groups of fire related tests, examinations, training and drills undertaken on this site.				

## H.RISK MATRIX

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire precautionary measures observed at the time of this risk assessment, it is considered that the hazard from fire ie: likelihood of fire is:

Low  Medium  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.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm  Moderate harm  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 is likely to 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.

Risk Level	Action and timescale
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>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.</p>
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

**Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**

## I.ACTION PLAN & SIGNIFICANT FINDINGS

It is considered that the following recommendations should be implemented in order to reduce fire risk from **Moderate** to **Tolerable**:

**Currently**  **Moderate**

**Aiming to reduce**  **to Tolerable**

- A Recommendations that should be implemented immediately or as soon as reasonably practicable.
- B. Recommendations that should be implemented in the short term.
- C. Recommendations of a non-urgent nature.
- D. Recommendations for longer term consideration.

Sec.No	Significant Finding	Priority
1	<p>PAT checks have been carried out on 02/2019 however some portable electric items in the Drop In centre do not have a test label or, have been missed at the last PAT visit and need tested.</p> <p>There is no policy controlling use of untested portable electrical brought in by staff or Centre Groups this should be introduced and adopted for all user groups and catering services for visiting parties.</p> <p>Some use of extension lead strip adapters noted although not overloaded at the time of the assessors visit these should ideally be designed out or replaced with permanent wall mounted sockets as the safer long term option.</p>	<p>B</p> <p>B</p> <p>D</p>
2	<p>Currently a small bin with sand is provided outside, this bin should be augmented by other receptacles strategically located well away from any bins where most smokers attending the centre wishing to smoke may gather.</p> <p>A 'No smoking' notice should be exhibited at each of the main entrances in use into the two buildings.</p>	<p>C</p> <p>B</p>
3	<p>The refuse bins should be relocated away from under the windows of the Drop In building.</p> <p>The public recycling bins located on this site should be monitored to ensure that any recycling by the public does not create overspill areas of combustible recycled refuse beyond the immediate bins provided by the Local Council that could place nearby buildings at risk should this refuse be ignited by wilful fire</p>	<p>B</p> <p>B</p>

	raising activity.	
4	The use of the industrial type electric blow heaters in areas frequented by children should be provided with a fire guard and continue to be closely monitored until phased out when the Biomass heating is back in full operation.	B
6	There did not appear to be lightning protection fitted it is unlikely that low rise buildings are provided with such protection however, as this is beyond the assessor's realm of expertise the client may wish to consult an industry specialist to see if this premises require lightning protection cover as per BS EN 62305/2: 2008	D
7	<p>The general placement of potentially combustible items against the external wall of the Blue room should be avoided and these items cleared.</p> <p>The Trust and all user groups/office holders are encouraged to revisit their storage on site with a view to reducing this storage to a minimum where the materials are deemed to be no longer required.</p> <p>The storage of batteries by a user group in the store although the store was relatively free of other storage is not recommended and should ideally be relocated off site.</p> <p>The storage of paint and white spirit among general storage in the store at the back of the Drop In building should be kept in a metal cabinet and separated from general storage.</p> <p>The use of curtain fabrics in the Drop In centre should preferably be limited to the type that complies with the The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended 1989 and 1993).</p> <p>The draping over of synthetic material blanket/covers should be avoided across computer equipment and over electrical extension leads.</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p> <p>B</p>
8	Basic fire safety control should be exercised with contractors undertaking works at these premises all contractors should be asked when applicable, to produce method statements for safe systems of work and operate a hot work permit system during flat roof repairs.	B
10	<p>The cabin housing the Biomass boiler was tidy however was being used for the storage of a number of 25kg pelleted bags of Biomass fuel, this backup stock arrangement should be preferably relocated out of the boiler room and perhaps kept in the side store room (where the batteries were noted i.e. minus the batteries) separate from the boiler space.</p> <p>The Client should be aware of and follow the contents and recommendations of the guide issued by the Combustion Engineering Association (CEA) and supported by the Carbon Trust, titled 'Health and safety in biomass systems Design and operation guide'.</p>	<p>B</p> <p>C</p>
11	A number of doors do not open in direction of travel this may slow up exit from the premises therefore, when numbers on site are well in excess of 60 persons especially when but not exclusively when alcohol is also being served, there should be an arrangement that any inward opening perimeter entry doors are opened up and securely pinned back, ideally persons within the user group should also be nominated to ensure that in the event of a fire alarm activation	A

	<p>either of the external exit doors (sliding or, inward opening) in the Garden room are opened up immediately.</p> <p>The turnbuckle locks are normally acceptable for normal use however are not recommended when the premises are used for more than 60 persons and alcohol is being served, during these times the turnbuckle locks on the final exits should be in the fully unlocked position during these periods.</p> <p>The inward opening door at the bottom the office staircase should be rehung to open in the direction of exit.</p> <p>The cupboard off the top landing should be kept locked and any secure fastenings should be such that ensure that the door sits tight against door rebates.</p> <p>The doors into each individual office on the upper floor should be provided with an overhead door closing device.</p> <p>The door into the Lee Masons office and the door into the corridor off the base of the stairs requires the intumescent/cold smoke seals to be completed around the side or top of the door perimeter.</p> <p>Access to the back store off the Blue room places persons well beyond 15m from a final exit when the sliding doors are shut, therefore when it is likely that leaders of group activities such as the playgroup and others are present who may require access to the back store, travel distances to reach an exit should be alleviated by having one of the door panels in the sliding door fixture in the Blue room left in the open position, alternatively a fire exit door should be considered directly out of the back store room.</p> <p>A portable ramp should be provided to enable wheelchair emergency exit facilities to overcome the step at the original front door location.</p>	<p>A</p> <p>B</p> <p>A</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p>
12	<p>The plasterboard fire protection on the underside of the staircase in the cupboard was perished and requires to be repaired or replaced to achieve the original minimum 30 mins fire resistance separation required to protect the stairs.</p> <p>The gaps around the electrical intake leading into the cavity wall of the Yellow room and the gap around the electrical cable in the upstairs cupboard ceiling off the landing into the loft space should both be fire stopped around the cable services by materials affording a minimum of 30 mins.</p>	<p>A</p> <p>C</p>
13	<p>The monthly function tests of the emergency lighting should be extended to the Drop In centre and should include simulation of a mains power fail during the test via the EDB until test key facilities have been installed.</p> <p>The current emergency lighting should be extended to cover the external exit from the Yellow room and the Drop In centre, the less abled person toilet and escape routes round to the front of the main building perimeter which does not benefit from borrowed street lighting at foot path level.</p>	<p>B</p> <p>B</p>
14	<p>A fire alarm beacon should be fitted in the less abled toilet in the main building.</p> <p>The fire alarm system in the main building should be linked to an Alarm receiving</p>	<p>C</p>

	<p>centre.</p> <p>A fire alarm zone plan should be provided at the fire alarm control panel in the main building.</p> <p>The domestic type interlinked detectors in the Drop In centre should be press button tested monthly.</p>	<p>B</p> <p>C</p> <p>B</p>
15	<p>The use of a Dry Powder extinguishers within a confined space is difficult to direct onto the fire as it causes a lack of visibility when discharged in addition the powder may be detrimental when inhaled to persons with breathing or pulmonary medical conditions therefore, the extinguisher in the Biomass cabin should ideally be replaced in the long term by a 2kg Carbon Dioxide extinguisher.</p> <p>A 2kg carbon dioxide extinguisher should be provided and located at the top landing outside the offices and by the door at the exit corridor from the Yellow room hall leading past the electrical intake to the side exit.</p>	<p>C</p> <p>B</p>
16	<p>A direction of unlock sticker should be provided for the front entrance door from the Drop In.</p> <p>The fire assembly point sign in the garden is faded and needs replaced.</p> <p>The details of the nominated assembly point requires to be filled in, for one of the fire action notices.</p> <p>The assembly points and any associated signage should be brought closer to the street exits where persons can disperse more easily away from the building</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p>
20	<p>A record of fire safety arrangements should be drawn up for these premises.</p> <p>The fire action notice provides a basic procedures in the case of the drop In these should be revisited and made building specific.</p> <p>Due to the absence of a Trust representative on site the effectiveness of fire evacuation of the premises by various groups has not be trialled and tested by the Trust and needs to be confirmed.</p> <p>The evacuation of less abled persons within each of the user groups has yet to be reviewed and confirmed by the Trust.</p> <p>The Trust should identify the nominated lead members of each user group as well as any caretaker or cleaner whether under an honorarium fee or employment to undertake and show evidence of basic extinguisher awareness training to enable the attempt and use of fire extinguishers as first aid fire fighting, should conditions allow in the event of a fire</p> <p>The Trust should ensure that all user groups consider their current evacuation arrangements are suitable and sufficient and also consider the possibility of assisting less able persons within their group when applicable to reach ultimate safety in the event of a fire.</p> <p>Although the buildings have an uncomplicated layout as this is a community resource the loss of which would impact heavily on the local community should there be a fire, it may be prudent for an invitation to be extended to the local fire</p>	<p>B</p> <p>B</p> <p>A</p> <p>A</p> <p>B</p> <p>B</p> <p>C</p>

	<p>station crews of the SF&amp;RS for a site familiarisation visit to take place.</p> <p>Should the practice of an annual sleep over by the onsite Beavers Troupe continue, then the local crews of the SF&amp;RS should be notified of the date for this activity taking place and this activity backed up by a risk assessment review.</p> <p>A regime that includes regular in-house fire safety inspections is already taking place for fire safety related items for the two buildings on this site, the inspection sheet should be revisited and improved to take cognisance of highlighted matters within this report.</p>	<p>B</p> <p>B</p>
21	<p>Any employed staff or persons given an honorarium retaining fee to undertake duties on this site (caretaker) should receive basic fire safety instructions as part of their induction training.</p> <p>Any employed staff or persons given an honorarium retaining fee to undertake duties on this site should receive basic annual refresher fire safety awareness instructions.</p> <p>Any persons nominated to undertake or tasked with special responsibilities by the Trust should receive the appropriate training.</p> <p>A fire evacuation drill should be undertaken by group leaders and key holders on taking up key holder duties and at least once a year thereafter ideally under the monitoring and supervision of a representative of the Trust</p> <p>Basic fire safety information about fire risk and fire safety measures at this site should be passed on to the employers and their employees/contractors undertaking work at least once on their first visit to the site.</p>	<p>B</p> <p>B</p> <p>B</p> <p>A</p> <p>B</p>
23	<p>A log book should be kept to record all details by the Trustees and Key user groups of fire related tests, examinations, training and drills undertaken on this site.</p>	<p>B</p>



## J. PHOTO SECTION

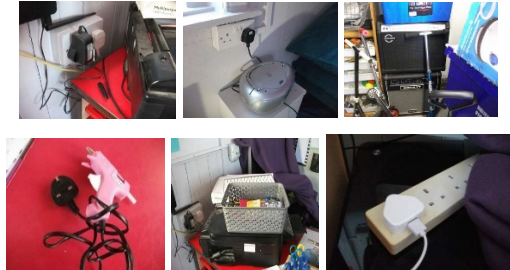


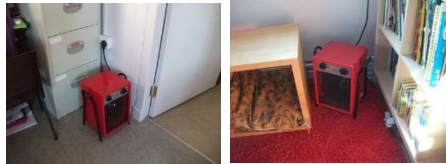


Description	Photos: Gargunock Community Centre & Drop In
<p>Fig. 1 – PAT checks have been carried out on 02/2019 however some portable electric items in the Drop In centre do not have a test label or, have been missed at the last PAT visit and need tested.</p>	
<p>Fig. 2 - The refuse bins should be relocated away from under the windows of the Drop In building.</p>	
<p>Fig. 3 - The public recycling bins located on this site should be monitored to ensure that any recycling by the public does not create overspill areas of combustible recycled refuse beyond the immediate bins provided by the Local Council that could place nearby buildings at risk should this refuse be ignited by wilful fire raising activity.</p>	
<p>Fig. 4 - The use of the industrial type electric blow heaters in areas frequented by children should be provided with a fire guard and continue to be closely monitored until phased out when the Biomass heating is back in full operation</p>	
<p>Fig. 5 - The general placement of potentially combustible items against the external wall of the Blue room should be avoided and these items cleared</p>	
<p>Fig.6- The storage of batteries by a user group in the store although the store was relatively free of other storage is not recommended and should ideally be relocated off site.</p>	

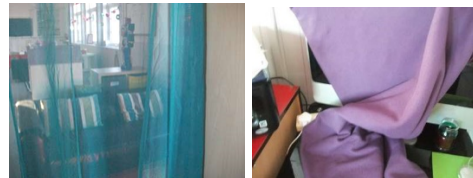
Fig.7- The storage of paint and white spirit among general storage in the store at the back of the Drop In building should be kept in a metal cabinet and separated from general storage.



**Description**

**Photos: Gargunnoch Community Centre & Drop In**

Fig. 8 – The use of curtain fabrics in the Drop In centre should preferably be limited to the type that complies with the The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended 1989 and 1993).



The draping over of synthetic material blanket/covers should be avoided across computer equipment and over electrical extension leads.

Fig. 9 - The cabin housing the Biomass boiler was tidy however was being used for the storage of a number of 25kg pelleted bags of Biomass fuel, this backup stock arrangement should be preferably relocated out of the boiler room and perhaps kept in the side store room (where the batteries were noted i.e. minus the batteries) separate from the boiler space.

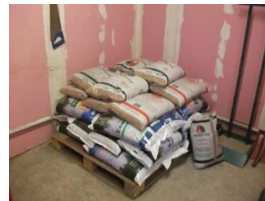


Fig.10- The inward opening door at the bottom the office staircase should be rehung to open in the direction of exit

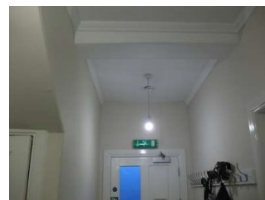


Fig. 11 The cupboard off the top landing should be kept locked and any secure fastenings should be such that ensure that the door sits tight against door rebates.




<p>Fig. 12 - The doors into each individual office on the upper floor should be provided with an overhead door closing device.</p>	
<p>Fig. 13- The door into the Lee Masons office and the door into the corridor off the base of the stairs requires the intumescent/cold smoke seals to be completed around the side or top of the door perimeter</p>	
<p>Fig.14 Access to the back store off the Blue room places persons well beyond 15m from a final exit when the sliding doors are shut, therefore when it is likely that leaders of group activities such as the playgroup and others are present who may require access to the back store, travel distances to reach an exit should be alleviated by having one of the door panels in the sliding door fixture in the Blue room left in the open position, alternatively a fire exit door should be considered directly out of the back store room.</p>	
<p>Fig.15- A portable ramp should be provided to enable wheelchair emergency exit facilities to overcome the step at the original front door location</p>	
<p>Fig.16- The plasterboard fire protection on the underside of the staircase in the cupboard was perished and requires to be repaired or replaced to achieve the original minimum 30 mins fire resistance separation required to protect the stairs.</p>	
<p>Fig.17- The gaps around the electrical intake leading into the cavity wall of the Yellow room and the gap around the electrical cable in the upstairs cupboard ceiling off the landing into the loft space should both be fire stopped around the cable services by materials affording a minimum of 30 mins.</p>	

Fig.18 - A fire alarm zone plan should be provided at the fire alarm control panel in the main building.



Fig.19 - The use of a Dry Powder extinguishers within a confined space is difficult to direct onto the fire as it causes a lack of visibility when discharged in addition, the powder may be detrimental when inhaled to persons with breathing or pulmonary medical conditions therefore, the extinguisher in the Biomass cabin should ideally be replaced in the long term by a 2kg Carbon Dioxide extinguisher.



Fig.20 - A direction of unlock sticker should be provided for the front entrance door from the Drop In.



Fig.21 - The details of the nominated assembly point requires to be filled in, for one of the fire action notices.

