



<h2 style="margin: 0;">Fire Risk Assessment</h2>
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Establishment: Tarvin Community Centre, Meadow Close Tarvin CH3 8LY
 Persons considered: **Committee Members, Hirers, Contractors, Visitors**
 Carried out by:
 Date:

The Tarvin Community Centre occupies approx 50% of the floor area of a building owned by Cheshire West and Chester Council (CWaC), the remaining 50% is occupied by the Council as offices. There is separating wall between the two uses. The Management Committee occupy their part of the building by virtue of a 25 year Lease granted in 2015 by CWaC. This Lease provides that the whole of the building is maintained by the Council with the Community Centre Committee being responsible for internal surfaces. The Fire Risk Assessment for the building structure and the area occupied by the Council is carried out by the Council. This Risk Assessment relates only to the occupancy of the Community Centre and its use by the General Public in enjoying the facilities and event carried out therein; it must be read in conjunction with that carried out by CWaC.

Possible Hazards Considered

Alarms not audible. Fire alarm break glass points inadequate or obstructed. Equipment not maintained or tested. Poor storage. Sources of ignition. Fire spread. Lack of maintenance. Fire doors locked, blocked or jammed open. Flammable wall and ceiling finishes. Poor signage, lack of warnings, escape routes unmarked. Unfamiliar or untested emergency plans. Poor storage arrangements. Tripping hazards. Electrical faults. Uncontrolled sources of ignition. Obstructions. Excessive volumes of substances. Build up of waste and rubbish. Highly Flammable and combustible materials. Poorly located displays. Lack of security measures, leading to arson.

Where CWAC responsibility is noted our Landlords have responsibility for this item

CONTROL MEASURES		
ALARMS AND DETECTORS		
1.	Fire alarm call points kept clearly visible and unobstructed. CWAC responsibility	/
2.	Smoke detectors tested regularly and recorded CWAC responsibility	/
3.	Tests to the alarm and glass call points carried out and recorded by Caretaker and recorded in CWAC Fire Book (Children's Centre)	/
4.	Alarms tested to ensure it can be heard in all parts of the establishment. CWAC responsibility	/
GENERAL BUILDING ISSUES		
5.	Escape routes maintained and in a good state of repair.	/
6.	Emergency lighting systems checked regularly CWAC responsibility	/
7.	Boilers regularly inspected by Contractors. CWAC responsibility	/
8.	Establishment's electrical installations checked by CWAC responsibility	/
9.	Special procedures and measures used during building work, etc.	/
10.	Steps taken to prevent rubbish and waste materials accumulating.	/
11.	Escape routes kept clear at all times and free from tripping and slipping hazards.	/
12.	Fire doors and their self-closing devices working effectively and well maintained.	/
13.	All escape route doors open in the direction of travel and with furniture located in positions that do	/

	not impede movement and evacuation.	
14.	Fire action notices in each room.	/
15.	Fire exit signs in use (e.g. pictorial, not just words).	/
16.	Information regarding the location points of main services and the location displayed on Notice Board in Foyer and available for the emergency services.	/

EMERGENCY PLAN AND EVACUATION PROCEDURES		
17.	Establishments emergency evacuation plan known by all building users (Terms and Conditions of Hire) and includes information on the evacuation procedure, the assembly point, arrangements for calling the fire brigade and the duties of the Responsible Person in coordinating the plan.	/
18.	Fire drills carried out and logged Joint responsibility Fire Drill Log kept in Kitchen Cupboard	/
19.	All building users informed of the emergency evacuation procedure.	/
EQUIPMENT		
20.	Fire fighting equipment regularly checked. CWAC responsibility	/
21.	Portable electrical appliances tested.	/
22.	Electrical equipment switched off at night. See locking up procedure	/
23.	Flexes running in safe places and cable covers used where necessary.	/
HIGH RISK AREAS: BOILER ROOM CWAC RESPONSIBILITY		
24.	Appropriate fire fighting equipment available	/
25.	No storage of combustible material near sources of ignition.	/
26.	Service isolation valves accessible, marked and tested.	/
HIGH RISK AREAS: CARETAKERS ROOM		
27.	Appropriate fire-fighting equipment available.	/
28.	No storage of combustible material near sources of ignition.	/
29.	All flammable substances stored correctly, away from sources of ignition and in locked cupboards or rooms.	/
30.	Electrical equipment tested and stored appropriately. PAT Tested	/
HIGH RISK AREAS: KITCHEN		
31.	Appropriate fire fighting equipment available (e.g. blankets, etc).	/
32.	No storage of combustible material near sources of ignition.	/
33.	All flammable substances stored correctly, away from sources of ignition and in locked cupboards or rooms.	/
34.	Electrical equipment tested and stored appropriately.	/
35.	Electrical isolation switched accessible, marked and tested.	/

PUBLIC USE		
36.	All hirers informed of the establishment's fire procedures. Terms and Conditions of Hire	/
37.	Checks carried out on exit doors prior to public use. Responsible Person responsible	/
38.	Appropriate checks carried out on emergency lighting, extinguishers and maximum numbers of occupants, etc.	/
	Close seating in Main Hall in rows of not more than 7 seats with 1.02 mts aisles	X
39.	Controls to ensure the suitability of hirer's equipment, e.g. hirers to be informed that all electrical equipment must be safe and meet statutory requirements. Terms and Conditions of Hire	/
SECURITY / ARSON CONTROL		
40.	All gates and doors are kept locked when Centre is not in use.	/
41.	External lighting in high-risk areas.	/
42.	Refuse containers provided with a secure lid and sighted away from building. CWAC responsibility	X
SOURCES OF IGNITION AND FUEL		
43.	Matches or hand held sources of ignition are not available	/

GENERAL ISSUES		
44.	Recent Fire Officer's report available.	/

Health and Safety Action Plan – Fire Risk Assessment

Hazard Identified	Action Required	Date Reported	To be Carried Out By	Date Completed
Close Seating in main hall not linked. Low risk due to proximity of means of escape routes. Addition Route via Lounge/Bar not identified	Provide Notices	24/2/18	AW	6/3/18
Stage Lighting No unit within 50cm of any drape or curtain. No change in Amperage of LCD's allowed without the written consent of the Management Committee	Visual Inspection	24/2/18	AW	6/3/18
Centre in use by range of persons from Babies to Persons of Mature years with restricted mobility	Events where the majority of users are children must be accompanied by adults with One adult being classified as the Responsible Person. Events where persons suffer from restricted mobility form over 50% of occupants, occupancy rate reduced by 50%			

Signed Alan Wilkinson	24/2/18
Date for Next Review	Jan 2019
Copy of this assessment to be kept on file and a copy Sent to CWAC Health and Safety Co-ordinator	

**Reported to and Approved by the Tarvin Community Centre Management Committee
On the Sixth March 2018**