

## **Fire Risk Assessment**

Establishment: Tarvin Community Centre, Meadow Close Tarvin CH3 8LY

Persons considered: **Committee Members, Hirers, Contractors, Visitors**

Carried out by: **EJL**

Date: **March 2021**

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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 a 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 occupation of the Community Centre and its use by the General Public in enjoying the facilities and events 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** CWaC responsibility

1. Fire alarm call points kept clearly visible and unobstructed. /
2. Smoke detectors tested regularly and recorded /
3. Tests to the alarm and glass call points carried out and recorded by Caretaker and recorded in CWAC Fire Book /
4. Alarms tested to ensure it can be heard in all parts of the establishment. /

#### **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 noticeboard in Foyer and available for the emergency services. /

**EMERGENCY PLAN AND EVACUATION PROCEDURES**

- 17. Establishment's 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 where appropriate - See locking up procedure on noticeboard in Foyer /
- 23. Flexes running in safe places and cables secured 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. X
- 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. CANNOT FIND X

**PUBLIC USE**

- 36. All hirers informed of establishment's fire procedures. Terms and Conditions of Hire /
- 37. Checks carried out on exit doors prior to public use. Responsible Person (Hirer) responsible /
- 38. Appropriate checks carried out on emergency lighting and extinguishers CWaC responsibility /
- 39. Appropriate checks carried out on maximum numbers of occupants, etc. /
- 40. Close seating in Main Hall in rows of not more than 7 seats with 1.02 mts aisles X
- 41. 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**

- 42. All gates and doors are kept locked when Centre is not in use. /
- 43. External lighting in high-risk areas. /
- 44. External CCTV cameras installed /
- 45. Refuse containers with lids provided within a secure area away from building. CWAC responsibility /

**SOURCES OF IGNITION AND FUEL**

- 46. Matches or hand held sources of ignition are not available /

**GENERAL ISSUES**

- 47. Recent Fire Officer's report available. X

Approved by the Tarvin Community Centre Committee of Management, 14 April 2021

Signed *Ted Lush*  
Ted Lush (Chairman)

Signed *Jane Armstrong*  
Jane Armstrong (Secretary)