

Risk Assessment for Cottam Community Centre under Regulatory Reform (Fire Safety) Order 2005

The Cottam Community Centre is classed as a small or medium place of assembly for which the Committee of Trustees is jointly responsible.

Cottam Community Centre has been designed and built, and is being used, in accordance with modern Building Regulations. Structural fire precautions are acceptable.

The 5 Steps of the Risk Assessment (as outlined in HM Government Fire Safety Risk Assessment Guidance)

Step 1: Identify Fire Hazards

The following potential sources of ignition have been identified:

- The gas supply and plant in the boiler room
- The electrical installations and equipment
- Use of the kitchen

The following sources of fuel have been identified:

- The gas supply
- Inflammable cleaning materials
- Tables and other furniture

There are no sources of oxygen, other than open windows or doors.

Step 2: Identify People at Risk

The following people have been identified as being at particular risk:

- The cleaner and individual Trustees when working alone at the Centre
- Hirers who are unfamiliar with the Centre
- Individuals with disabilities
- Unaccompanied children

Step 3: Evaluate, Remove, Reduce and Protect from Risk

The following measures are in place to mitigate risk:

- A fire detection system is installed and subject to annual inspection and servicing
- Fire extinguishers of appropriate types are located in the entrance foyer, main hall, kitchen entrance and boiler room; and a fire blanket is located in the kitchen. This equipment is subject to annual inspection and servicing by a qualified contractor
- It is illegal to smoke in the building
- The gas supply and installations are inspected and certified annually by a qualified contractor
- The electrical supply is inspected and certified annually by a qualified contractor; and electrical equipment is subject to a programme of PAT testing
- All cleaning materials and any other flammable substances may only be stored in the Cleaner's cupboard away from all sources of ignition
- Hirers who use the kitchen are required to ensure that it is never left unsupervised when in use and that all electrical equipment is switched off when not in use
- Hirers are required to ensure that children are supervised at all times and can be accounted for
- All tables and chairs for use in the Main Hall are kept in the designated store room when not in use – away from sources of ignition and fuel

Step 4: Record, Plan, Inform, Instruct and Train

The following measures are in place:

- Three fire exits are available via (a) the main entrance, (b) the main hall and (c) the kitchen
- Fire exit signs are clearly displayed
- Emergency lighting is installed and regularly checked
- The fire evacuation plan is clearly displayed at each fire exit
- All hirers are advised of the Fire Safety precautions in the building
- The main hall and kitchen fire exits open into a play area contained within a fenced area secured with a combination padlock. All hirers are made aware of the combination of the lock to enable a quick exit into the car park areas
- All Trustees receive an annual briefing on the use of fire safety equipment, fire safety procedures and the checks that need to be carried out when opening and closing the Centre for hirers
- An annual fire drill is carried out as part of the risk assessment review

Step 5: Review

This assessment will be reviewed annually by the Trustees and updated as necessary

Approved at the meeting of the CCA General Committee of Trustees on 14th April 2021. To be reviewed April 2022.