REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent, ME19 4LG

Responsible Person (e.g. Employer) or Person having control of the premises	Sarah Baker- Chairman of Parish Council.
Address of Premises:	Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent, ME19 4LG
Person(s) Consulted:	Michael Dean Chief Facility Officer.
Assessor:	Robert T Howard, TIFireE, MIFSM, MIFPO
Date of Fire Risk Assessment:	03/09/2020
Date of Previous Fire Risk Assessment	Unknown
Suggested Date for Review[1]:	03/09/2021

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.

[05/092020]

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors: 2

1.2 Approximate floor area:

600m² gross.

1.3 Brief details of construction:

Constructed in the early 1990's of steel frame under a corrugated metal roof with block and plasterboard, first floor meeting room and offices via a metal staircase, the site is currently undergoing an extension which has meant means of escape has been reduced but this is acceptable in it's current status.

1.4 Occupancy:

Parish Council staff occupy the first floor offices during the day, various halls and rooms are hired by groups of the public for events.

2. THE OCCUPANTS

2.1 Approximate maximum number:

200

2.2 Approximate number of employees at any one time:

8

2.3 Maximum number of members of public at any one time:

200

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:

Zero

3.2 Disabled occupants:

Varied

3.3 Occupants in remote areas:

Varied

3.4 Young persons:

N/A

3.5 Others:

4. FIRE LOSS EXPERIENCE

None reported at the time.

5. OTHER RELEVANT INFORMATION

N/A

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Kent and Medway Town Fire & Rescue Authority

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

None

6.4 The legislation to which 6.3 makes reference is enforced by:

DCLG guide to Offices and shops & Small to medium places of gathering.

6.5 Comments:

None

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1	Reasonable measures taken to prevent fires of electrical origin?		Yes	X	No
7.2	More specifically:				
	Fixed installation periodically inspected and tested?		Yes		No X
	Portable appliance testing carried out?		Yes	X	No
	Suitable policy regarding the use of personal electrical appliances?		Yes		No X
	Suitable limitation of trailing leads and adapters?		Yes	X	No

7.3 Comments and hazards observed:

Fixed wire test is out of date PA testing is completed annually on all electrical equipment due in few days, there is no policy in place for the use of personal items (see action plan).

8. SMOKING

8.1	Reasonable measures taken to prevent fires as a result of smoking?		Yes	X	No
8.2	More specifically:				
	Smoking prohibited in the building?		Yes	X	No
	Smoking prohibited in appropriate areas?	N/A X	Yes		No
	Suitable arrangements for those who wish to smoke?		Yes	X	No
	This policy appeared to be observed at time of inspection?		Yes	X	No

8.3 Comments and hazards observed:

Person wishing to smoke do so away from the building.

9. ARSON

9.1	Does basic security against arson by outsiders appear reasonable[2]?			Yes	X	No
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?			Yes	X	No
9.3	Comments and hazards observed:					
	Secure site with mobile security at night.					

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1	Is the use of portable heaters avoided as far as practicable?			Yes	X	No
10.2	If portable heaters are used,					
	is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	N/A	X	Yes		No
	are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A	X	Yes		No
10.3	Are fixed heating installations subject to regular maintenance?	N/A		Yes	X	No
10.4	Comments and hazards observed:					
	Gas boiler central heating system provides hot water and heating and has been serviced with a gas safety check within the last 12 months.					

11. COOKING

11.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A		Yes	X	No
11.2	More specifically:					
	Filters changed and ductwork cleaned regularly?	N/A		Yes	X	No
	Suitable extinguishing appliances available?			Yes	X	N/A

[2] Note: 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.

11.3 Comments and hazards observed:

There was evidence that the cooker hood filters have been cleaned it is understood that they are on an annual maintenance contract clean.

12. LIGHTNING

12.1	Does the building have a lightning protection system?		Yes	X	No

12.2 Comments and deficiencies observed:

Last serviced 02/03/2020.

13. HOUSEKEEPING

13.1	Is the standard of housekeeping adequate?		Yes	X	No
13.2	More specifically:				
	Combustible materials appear to be separated from ignition sources?		Yes	X	No
	Avoidance of unnecessary accumulation of combustible materials or waste?		Yes	X	No
	Appropriate storage of hazardous materials?	N/A	Yes	X	No
	Avoidance of inappropriate storage of combustible materials?		Yes	X	No

13.3 Comments and hazards observed:

The building is clean and tidy with combustibles kept separate from ignition sources.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Are fire safety conditions imposed on outside contractors?		Yes	X	No
14.2	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?		Yes	X	No

14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	N/A		Yes	X	No	
14.4	Comments: Any contractor required to work on site must submit RAMS for inspection by Chief Facility Officer to ensure the safety of all persons on site.						

15. DANGEROUS SUBSTANCES

15.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	X	Yes		No	
15.2	Comments:						

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

16.2 Comments and deficiencies observed:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes	X	No		
17.2	More specifically:					
	Adequate design of escape routes?	Yes	X	No		
	Adequate provision of exits?	Yes	X	No		
	Exits easily and immediately openable where necessary?	Yes	X	No		
	Fire exits open in direction of escape where necessary?	Yes	X	N/A		

	Avoidance of sliding or revolving doors as fire exits where necessary?			Yes	X	No
	Satisfactory means for securing exits?			Yes	X	No
	Reasonable distances of travel:					
	• Where there is a single direction of travel?			Yes	X	No
	• Where there are alternative means of escape?			Yes	X	No
	Suitable protection of escape routes?			Yes		No X
	Suitable fire precautions for all inner rooms?			Yes		N/A X
	Escape routes unobstructed?			Yes	X	No
17.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.			Yes	X	No

17.4 Comments and deficiencies observed:

There are a number of issues with fire doors see action plan below for full details.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard[3].			Yes		No X
reasonable limitation of linings that may promote fire spread.			Yes	X	No
18.2 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	X	Yes		No

[3] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

[4] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

[5] A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

18.3 Comments and deficiencies observed:

The standard of fire compartmentation within the building is not to the required standard. (See action plan)

19. EMERGENCY ESCAPE LIGHTING

19.1	Reasonable standard of emergency escape lighting system provided[6]?			Yes [X]	No [ ]

19.2 Comments and deficiencies observed:

Testing and maintenance programme must be completed in line with BS5266 Part 1, it is understood that the system is overdue its annual discharge test. (see action plan).

20. FIRE SAFETY SIGNS AND NOTICES

20.1	Reasonable standard of fire safety signs and notices?			Yes [ ]	No [X]

20.2 Comments and deficiencies observed:

Fire doors are missing signs, (see action plan).

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1	Reasonable manually operated electrical fire alarm system provided[7]?				Yes [X]	No [ ]
21.2	Automatic fire detection provided?	Yes (throughout building) [X]		Yes (part of building only) [ ]		No [ ]
21.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A [ ]		Yes [X]		No [ ]
21.4	Remote transmission of alarm signals?			Yes [ ]		No [X]

21.5 Comments and deficiencies observed?

L3 fire alarm system serviced by Fire Action Ltd.
Weekly testing not being completed, an ongoing service plan is established.

[6] Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

[7] Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Reasonable provision of portable fire extinguishers?	Yes	X	No	
22.2	Hose reels provided?	Yes	X	No	
22.3	Are all fire extinguishing appliances readily accessible?	Yes	X	No	

22.4 Comments and deficiencies observed:

A suitable number and type of portable firefighting appliance have been commissioned and are operational within the building.

23. RELEVANT‡ AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

N/A

23.2 Comments:

24. OTHER RELEVANT‡ FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

N/A

24.2 Comments:

24.3	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc	N/A	X	Yes		No

24.4 Comments:

‡ Relevant to life safety and this risk assessment (as opposed purely to property protection).

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by[8]:

Sarah Baker

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes [X] No [ ]

Comments:

In the absence of the Responsible person her assistant Michael Dean is on site and oversees site safety.

25.3 Is there a suitable record of the fire safety arrangements? N/A [ ] Yes [X] No [ ]

Comments:

This risk assessment covers the managed areas of the site but not the pre-school area.

25.4 Appropriate fire procedures in place? Yes [X] No [ ]

More specifically:

- Are procedures in the event of fire appropriate and properly documented? N/A [ ] Yes [X] No [ ]
- Are there suitable arrangements for summoning the fire and rescue service? Yes [X] No [ ]
- 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? N/A [ ] Yes [X] No [ ]
- Are there suitable arrangements for ensuring that the premises have been evacuated? N/A [ ] Yes [X] No [ ]
- Is there a suitable fire assembly point(s)? N/A [ ] Yes [X] No [ ]
- Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A [ ] Yes [X] No [ ]

[8] This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Comments:

A suitable number of trained fire wardens are on site and the incident controller overseas any incidents.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A [ ] Yes [X] No [ ]

Comments:

Staff are trained in the use of portable equipment.

25.6 Persons nominated and trained to assist with evacuation, Including evacuation of disabled people? N/A [ ] Yes [X] No [ ]

Comments:

There are currently no disabled persons on site but if this changes suitable measures would be put in to place.

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A [X] Yes [ ] No [ ]

Comments:

Fire service are welcome to attend site but have not attended recently

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A [ ] Yes [X] No [ ]

Comments:

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes [X] No [ ]

Comments:

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes [X] No [ ]

Comments:

Staff are trained and undertake regular refresher training courses.

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?		Yes	X	No
The fire safety measures in the building?		Yes	X	No
Action in the event of fire?		Yes	X	No
Action on hearing the fire alarm signal?		Yes	X	No
Method of operation of manual call points?		Yes	X	No
Location and use of fire extinguishers?		Yes	X	No
Means for summoning the fire and rescue service?		Yes	X	No
Identity of persons nominated to assist with evacuation?		Yes	X	No
Identity of persons nominated to use fire extinguishing appliances?		Yes	X	No

Comments:

Suitable onsite training takes place regularly.

26.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A		Yes	X	No

Comments:

26.5	Are fire drills carried out at appropriate intervals?	Yes		No	X

Comments:

Drills have not been completed within the last 6 months.

26.6 When the employees of another employer work in the premises:

	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A		Yes	X	No

	Is it ensured that the employees are provided with adequate instructions and information?	N/A		Yes	X	No

27. TESTING AND MAINTENANCE

27.1	Adequate maintenance of premises?			Yes	X	No
	Comments and deficiencies observed:					
27.2	Weekly testing and periodic servicing of fire detection and alarm system?			Yes		No X
	Comments and deficiencies observed:					
	Last tested 09/01/2020					
27.3	Monthly and annual testing routines for emergency escape lighting?			Yes	X	No
	Comments and deficiencies observed:					
	Monthly 10/08/2020					
27.4	Annual maintenance of fire extinguishing appliances?			Yes	X	No
	Comments and deficiencies observed:					
	January 2020					
27.5	Periodic inspection of external escape staircases and gangways?	N/A	X	Yes		No
	Comments and deficiencies observed:					
	Maintenance and testing of emergency lighting does take place. Fire alarm is not tested but is maintained regularly.					
27.6	Six-monthly inspection and annual testing of rising mains?	N/A	X	Yes		No
	Comments and deficiencies observed:					
27.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A	X	Yes		No

Comments and deficiencies observed:

27.8	Weekly testing and periodic inspection of sprinkler installations?	N/A	X	Yes		No	
	Comments:						
27.9	Routine checks of final exit doors and/or security fastenings?	N/A		Yes	X	No	
	Comments:						
27.10	Annual inspection and test of lightning protection system?	N/A		Yes	X	No	
	Comments:						
27.11	Other relevant inspections or tests:						
	Comments:						

28. RECORDS

28.1	Appropriate records of:						
	Fire drills?	N/A		Yes		No	X
	Fire training?			Yes	X	No	
	Fire alarm tests?	N/A		Yes		No	X
	Emergency escape lighting tests?	N/A		Yes	X	No	
	Maintenance and testing of other fire protection systems?	N/A		Yes	X	No	
28.2	Comments:						
	Weekly fire alarm testing should resume asap.						

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

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 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** [X] **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** [X] **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 foreseeably 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	X	Substantial		Intolerable	

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

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

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial [ ] **Tolerable** [X]

	Priority (where applicable)
1. To prevent the unrestricted spread of fire and smoke, fire doors require smoke seals and / or intumescent strips fitted. The following fire doors have damaged or missing smoke seals / intumescent strips that require replacing: • The Townsend Hall need cold smoke seals around the sides and tops of both doors and down the middle of one. • Bar lobby to hallway replace seals with cold smoke seals. • Store rooms in The Gibson Rooms need cold smoke seals. • The Brahma Suite door replace intumescent with cold smoke. • Cunningham Hall replace intumescent with cold smoke seals. • Cunningham store room replace intumescent with cold smoke seals. • File store room replace intumescent with cold smoke seals • Community bookings office install cold smoke seals. • Toilet Boiler room replace intumescent with cold smoke seals.	2
2. To prevent the unrestricted spread of fire and smoke, fire doors need to be maintained in good condition with gaps around them not exceeding 4mm around the sides and top of the door and 10mm at the bottom of the door. The fire doors in the following locations require repair / replacing to ensure that they do not have excessive gaps. • Ground floor boiler room insert wooden threshold.	2

3. Fire doors did not have suitable signs attached to them: • All fire doors that have closers fitted must display “Fire door keep Shut” signs • All fire doors that do not have any closer fitted must display “Fire door keep Locked shut” signs. • Fire exit from staircase 4 need “Push Bar to Open”	2
4. There were inadequate standards of compartmentation between the workshops, and the main workshop. • Arrange for an accredited passive fire stopping contractor to survey the site and install fire stopping to the appropriate standard. • Arrange for these gaps to be fire stopped. Example remedies include: - intumescent collars/wraps and intumescent pillows suitable (not appropriate for enclosing MOE unless smoke travel contained), fire resisting mortars, coated mineral fibre batts.- intumescent sealants for narrow gaps only.	2
5. There is no Policy in place to prevent persons from using personal electrical items on site. All equipment that is on site is PA tested.	2
6. Emergency lighting is not being tested in accordance with BS5266 Part 1. You must test the system and record your findings to ensure compliance.	2
7. Fire drill should be held once every 6 months are recorded in the fire log book, Ensure that the building is occupied for the drills.	2

PHOTO PAGE

Fire doors have the wrong type of seals fitted replace them with cold smoke seals.

Fire stopping survey required across the whole site.

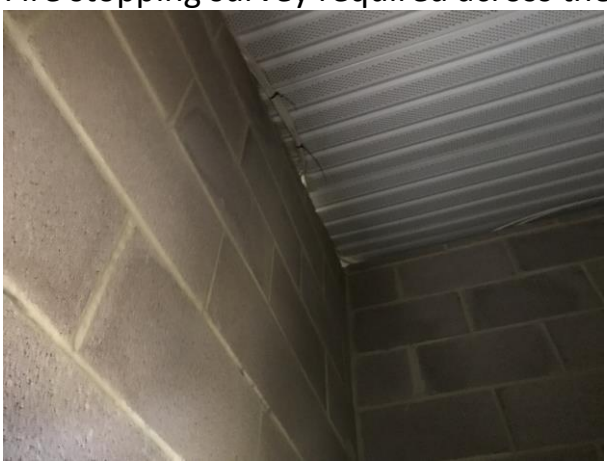
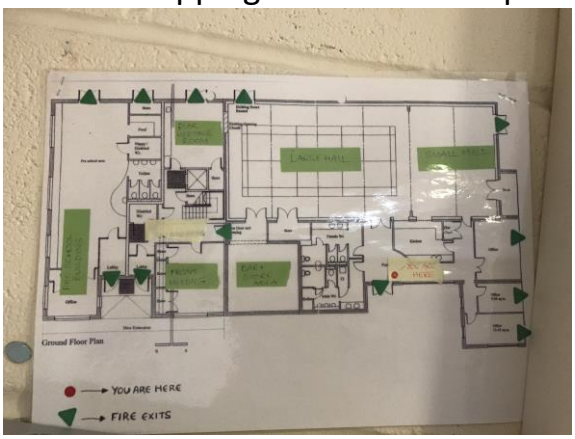


PHOTO PAGE (CONT)

Lack of fire stopping in the loft space.

The fire stopping is not to the required standard.



Site Plan.

HOT WORK PERMIT

APPLICATION (To be completed by the person responsible for carrying out the work)

Building.....

Location of proposed work.....

Duration of proposed work.....

Nature of Hot work to be undertaken.....

Basic Precautions:

Where sprinklers and /or the fire extinguishers are located nearby and in full working order.
Personnel involved with the work are familiar with the means of escape and method of raising the alarm.
All combustible materials have been cleared from the area and / or protected by fire retardent blankets.
All walls, ceilings and gaps are covered with fire retardent coverings.
If Hot Work will produce smoke and area is covered by smoke detectors they must be covered while the work takes place so the fire alarm does not actuate. All smoke detectors must be uncovered as soon as the work is finished or the room left unattended. The area will be checked for fire spread immediately and 30 minutes after completion.
OtherPrecautions.....

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Signed.....

Name..... Date.....

Position..... Contractor.....

AGREEMENT (To be completed by the company fire officer or nominated person)

Signed..... Name.....

Date..... Position.....

The Hot Work permit is issued subject to the work area and all adjacent areas being inspected and found to be free of fire following completion of the work.

Time inspection completed..... Signed.....