

# Love's Farm House

## FIRE RISK ASSESSMENT – v2.1 November 2023



<b>Employer or other responsible person</b>	Love's Farm Community Centre CIO, registered charity number 1157648 General Manager – Jenny Bishop Responsible Person (fire safety) – Maria Russo, Vice Chair of Trustees		
<b>Name of Premises</b>	Love's Farm House		
<b>Address</b>	17 Kester Way St Neots		
<b>Post Code</b>	PE19 6SL	<b>Telephone number</b>	01480 262626
<b>Name of Assessor(s)</b>	Jenny Bishop – General Manager		
<b>Date of Assessment</b>	31.10.23	<b>Date for Review</b>	6.3.24

<b>Property Use</b>	Community Centre		
<b>Number of floors</b>	1	<b>No of floors below ground</b>	0
<b>Approx area in m<sup>2</sup> of footprint of building</b>	312 m sq	<b>Age of building</b>	8 years
<b>Brief details of construction</b>	<p>The building comprises of steel frame, blockwork external cavity walls, insulated panel roof sections with a zinc roof covering with aluminium double glazed external windows and doors. The external walls are clad in render and timber cladding.</p> <p>The building adjoins the adjacent pre-school. Internally, the dividing wall between the hall and the nursery is a load bearing block wall and the remainder of the walls are of metal stud partitions clad in plywood and plasterboard. All block walls are plastered and metal stud partitions are tape jointed.</p> <p>Ceilings are laid in grid suspended system but the main hall is a MF ceiling with tape and joint.</p>		
<b>Maximum number of employees/visitors</b>	10 employees Up to 250 visitors		

## **Premises description & other relevant information**

Love's Farm House is a community centre built on behalf of Huntingdonshire District Council, who oversaw the construction and certification for use of the building.

The building is managed by the Trustees of Love's Farm Community Centre CIO, registered charity number 1157648.

The newly constructed building is managed and maintained by the trustees to a high level. The strategy for the building was appropriate at the time of construction and handover in 2015.

Love's Farm House is conjoined to the adjacent Pre School and their fire alarms are interlinked. The two demises have a common locked fire door which is provided for ongoing flexibility and sustainability (BREEAM) purposes.

Love's Farm House consists of a Foyer, Main Hall, Kitchen, Meeting Room and Office. There are male, female and accessible toilets. There are storage cupboards within the office, meeting room and main hall, as well as a cleaner's cupboard. All rooms and cupboards are protected by fire doors. Outside of the building, there is a garden with paved, astroturf and bark areas, enclosed by a timber fence. Separated by a timber fence from the garden is an access route to the gas governor at the rear of the property. See attached indicative plan.

No major modifications have been made to the building.

The trustees have employed specialist contractors to undertake maintenance of the various systems and equipment.

In accordance with the recommendations of the Fire Safety Risk Assessment carried out in June 2019, the Fire Alarm Log Book now contains all the fire safety records and certificates for the building, including the Fire Risk Assessment, records of the fire alarm and emergency lights tests, the Fire Alarm Inspection Certificate and the Fire Extinguisher Inspection Certificate.

# Building Plan

Insert plan of your building here or if you do not possess one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.



# Fire Hazards

## Ignition Sources

### Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years?			Yes	X	No	
Are electrical equipment and appliances periodically inspected and tested?	N/A		Yes	X	No	
Is the use of trailing leads, extension cables and adaptors avoided where possible?	N/A		Yes	X	No	
If the answer to the above question is no are they being used according to their safe working limit.?	N/A		Yes	X	No	
Are e-vehicle charging points provided in accordance with current guidance?	N/A	X	Yes		No	

### Smoking

Are adequate measures in place to stop people from smoking on the premises?			Yes	X	No	
Are 'No smoking' signs provided?			Yes	X	No	
Are suitable arrangements in place for those who wish to smoke outside the premises	N/A		Yes		No	X

### Arson

Are the premises adequately secured to prevent unauthorised access?			Yes	X	No	
Are combustible materials, waste and refuse bins stored safely clear of the premises or in a purpose-built compound/room?	N/A		Yes	X	No	

## Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?	N/A		Yes	X	No	
Are portable heaters subject to periodic inspection and used safely?	N/A		Yes	X	No	

## Cooking

Are adequate measures taken to prevent fires from cooking?	N/A		Yes	X	No	
Are filters and ductwork subject to regular cleaning?	N/A		Yes	X	No	

## Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of rubbish, combustible materials and waste?			Yes	X	No	
Are combustible materials kept separate from ignition and heat sources?			Yes	X	No	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?			Yes	X	No	
Is a 'hot works permit' system in place?	N/A		Yes		No	X

## Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A		Yes	X	No	
---	-----	--	-----	---	----	--

## Other significant fire hazards

Are there any other significant fire hazards?		Yes		No	X
---	--	-----	--	----	---

If the answer to the above question is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.  
If the answer to any of the previous questions is no, include suitable action within the action plan.

Record brief details of any additional control measures for the fire hazards in the box below

- *An Electrical Installation Condition Report was carried out on 2 February 2023 and will be repeated every 5 years.*
- *PAT Testing is carried out annually, most recently in May 2023. This includes all portable appliances, including portable heaters.*
- *Trailing leads, extension cables and adaptors are avoided where possible. However, due to the nature of the A/V equipment in the building this is not always possible. Cable covers are kept in the office to make trailing leads safe, and extension cables / adaptors are used according to their safe working limits.*
- *There are no electric vehicle charging points on the premises.*
- *No smoking signs are situated around the building. Smoking is not permitted anywhere on the premises during the opening hours of the adjacent Pre-School. Outside these hours, smoking is permitted on the patio in the back garden but there is no signed, designated smoking area. Love's Farm House bar staff put ash trays on the patio during bar nights and evening parties and these are cleared either by bar staff that evening or by caretakers the following morning. **We should consider allocating a dedicated smoking area in the back garden, with appropriate signage and fixed ash trays.***
- *Waste bins are kept closed and locked and are emptied regularly.*
- *Gas bottles for the barbeque are kept in a secure, locked cage along the path at the side of the building. Appropriate signage is posted.*
- *Access is provided to Love's Farm House through the main entrance. This has various modes of operation and is generally on exit-only mode while events are taking place and when the office is not staffed. The entrance is open when the office is staffed. When the doors are set to exit-only, the magnetic locks operate and the door can only be opened via the push button on the wall in the foyer. The magnetic locks are wired into the fire alarm and the magnets break when the fire alarm goes off. There is also an emergency break glass which can be pressed to open the doors.*
- *There have been several instances of children and teenagers trespassing in the garden by climbing the fence. The fence has now been painted with anti-climb paint and appropriate signage posted.*
- *Hot work activities do not normally take place on the premises.*

## Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?			Yes	X	No	
Are all fire exits easily and immediately openable?			Yes	X	No	
If doors on escape routes are to be used by more than 60 people do they open in the direction of travel?	N/A		Yes	X	No	
Are suitable precautions in place for all inner rooms?	N/A		Yes	X	No	
Is adequate fire protection provided to stairways, including the provision of self-closing, fire resisting doors?	N/A	X	Yes		No	
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A		Yes	X	No	

Record brief details of the measures in the box below

If the answer to any of the previous questions is no, include suitable action within the action plan.

- *Fire exits are situated at the front door and at the back and side of the main hall. All exits open outwards.*
- *Inner rooms have fire doors and have a lower published capacity than outer rooms, to ensure ease of escape in the event of a fire.*
- *The building is all on one level and all fire exits are double width. The main fire exit from the foyer consists of swing doors which open automatically in the event of a fire alarm.*
- *All Love's Farm House staff who carry out a caretaking role are trained to check fire escape routes (both internal and external) regularly to ensure that that there is a clear, unobstructed path to each exit.*
- *The Love's Farm House Terms & Conditions of Hire require hirers to read and comply with the fire notices and familiarise themselves with the fire alarm points, location of extinguishers and available escape routes. The Terms & Conditions of Hire notify hirers of their responsibility to ensure the rapid and safe evacuation of members of their group from the building in the event of a fire.*
- *The Love's Farm House Fire Procedures are sent to all regular hirers when they make their original booking and periodically thereafter, and are available on the hirer portal to which all regular hirers have access.*
- *The fire procedures are printed on the back of the party information card which is given to one-off / party hirers before their event.*



## Means of giving warning in case of fire

Is there a suitable method for giving warning in case of fire?	N/A		Yes	X	No	
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	N/A		Yes	X	No	

Record brief details of the measures in the box below  
If the answer to any of the previous questions is no, include suitable action within the action plan.

- *Smoke detectors are situated in every room and are linked to the fire alarm system.*
- *There are multiple smoke detectors in the larger rooms (hall and foyer).*

## Manual fire extinguishers

Have a reasonable number of fire extinguishers been provided?	N/A		Yes	X	No	
---	-----	--	-----	---	----	--

## Emergency escape lighting

Are all escape routes, including external routes, adequately illuminated?		Yes	X	No	
Is there a reasonable standard of emergency lighting in case of mains power failure?	N/A	Yes	X	No	

Record brief details of the measures in the box below  
If the answer to any of the previous questions is no, include suitable action within the action plan.

- *All escape routes are well lit with standard lighting.*
- *The front and side of the building, and the MUGA (fire assembly point) are well lit by street lighting, in addition to external lighting on the building.*
- *Emergency lights are provided in case of electrical failure. These are tested regularly and tests are recorded in the Fire Alarm Log Book.*

## Fire safety signs and notices

Are there enough signs so that people can find their way to a final exit?		Yes	X	No	
Is there a reasonable standard of fire exit signage and fire safety signs?		Yes	X	No	
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	N/A	Yes	X	No	

Record brief details of the measures in the box below  
If the answer to any of the previous questions is no, include suitable action within the action plan.

- *Fire Action Notices are posted in each of the occupiable spaces.*
- *Illuminated Green Man Fire Exit signs are situated above each fire exit.*
- *The Green Man Fire Exit sign over the main entrance is partially obstructed by the door heater. Consider supplementary Green Man (non-illuminated) signs on exit from the toilets and meeting room, or raise / remove door heater if this can be done safely.*

## Management of fire safety

Has someone been appointed to manage fire safety?			Yes	X	No	
Are procedures in the event of fire appropriate and properly documented?	N/A		Yes	X	No	
Is a fire safety policy statement available and displayed?			Yes		No	X
Are all employees given regular instruction and training on preventing fires and what action to take in the event of a fire?			Yes		No	X
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A		Yes	X	No	
Are regular checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?			Yes	X	No	
Is the fire alarm tested weekly from a different call point each time?	N/A		Yes	X	No	
Is periodic maintenance and servicing of the fire alarm system and any automatic detectors conducted?	N/A		Yes	X	No	
Is the emergency lighting tested monthly?	N/A		Yes	X	No	
Is the emergency lighting serviced annually?	N/A		Yes	X	No	
Are fire extinguishers subject to annual maintenance?	N/A		Yes	X	No	
Are fire evacuation drills conducted to ensure that the emergency plan remains effective?			Yes		No	X

## Action Plan

If any of the boxes are ticked with a 'No' the deficiencies should be described below along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	No dedicated smoking area outside the building.	Consider whether a dedicated smoking area, together with relevant signage, is necessary.	6 months	Jenny Bishop
2	The green man fire exit sign above the main entrance is partially obstructed by the door heater.	Consider supplementary Green Man (non-illuminated) signs on exit from the toilets and meeting room, or raise / remove door heater if this can be done safely.	6 months	Jenny Bishop
3	The Fire Safety Procedures do not include a Fire Safety Policy Statement.	Fire Safety Policy Statement to be drafted.	1 month	Jenny Bishop
4	Some employees have not been sufficiently trained in fire safety.	Refresher training required for all employees in relation to fire safety, which should be repeated annually.	1 month	Jenny Bishop – Caretakers Charlie Ashley- Roberts – Bar Staff
5	Fire drills have not been carried out for several years.	Speak to hirers to organise a fire drill at an appropriate time.	6 months	Jenny Bishop
6				

7				
---	--	--	--	--

## Fire Risk Assessment review form

	<b>FRA reviewer</b>	<b>Date</b>
This Fire Risk Assessment was reviewed, and no significant changes were identified, therefore it still remains valid		
	<b>The number of the action point</b>	
The following actions still remain outstanding from the FRA see action plan on previous page(s)		

Have any new minor actions been identified during the review?	Yes		No	
---	-----	--	----	--

If the answer to the previous question is yes enter these in the table below

Item	Deficiency	Proposed action	Timescale	Person responsible
R1				
R2				