

**West Parley Community Hub
275 Christchurch Road
West Parley
Ferndown
Dorset
BH22 8SQ**

OLYMPIAN FIRE PROTECTION

Fire Extinguishers/Alarms/Emergency Lighting/Fire Risk Assessment/Staff Fire Training

Fire Risk Assessment



**Jubilee Room/Community Area
Type 1 FRA**

Review Date: March 2026

**OLYMPIAN FIRE PROTECTION
TEL: 07818414128**

FIRE RISK ASSESSMENTS

Property details

Fire Risk Assessment – Record

Fire Risk Assessment

Hazard Identification & Reduction – Ignition Sources

Hazard Identification & Reduction – Combustible Materials

Hazard Identification & Reduction – People at Risk

Hazard Identification & Reduction –Adverse Structural Features

In the Event of Fire – Fire Detection and Warning

In the Event of Fire – Means of Escape

In the Event of Fire – Provision of Fire Fighting Equipment

In the Event of Fire – Fire Emergency Plan and Training

Maintenance, Testing and Monitoring

Summary Sheet of Significant Findings

1.0 Property Details

Establishment: West Parley Community Hub

Address: 275 Christchurch Road, West Parley, Ferndown, Dorset. BH22 8SQ

Date: 25/3/2025

Head of Establishment: West Parley Community Hub

Premises Officer: Parish Clerk

Telephone No: 01202 942296

Competent Person/s: E Booth

Completing Risk Assessment

Description of property. Brick built property PVC windows

Type 1 none-destructive FRA.

Definition of use: Jubilee room/Community Area West Side of the premises is the only part of the premises in use, the rest of the building has no mains power and is under remedial works.

The community area is currently being used occasionally by the user groups Parish council, cricket, pentanque, football & pre-School with 20 children and 5 staff.

The Community area has seating capacity for up to 31 people.

1. Emergency Procedures

In case of fire dial 999

Ask for fire brigade

State fire at: giving name of property and address

1.2 Appropriate Contacts

Report defects to the contact numbers listed below:

Clerk of the Parish Council Tel: 07477 514862

Olympian Fire Protection
295 Alder Road
Poole
Dorset
Tel: 07818414128

FIRE RISK ASSESSMENT - RECORD

Risk Assessment For

Small/Medium premises/workplaces under the Regulatory Reform (Fire Safety) Order 2005

To comply with these Regulations, you should:

- Assess the fire risks in the workplace.
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can get out safely.
- Provide reasonable fire fighting equipment.
- Check that those in the building know what to do if there is a fire.
- Check and maintain your fire safety equipment.
- Review the assessment regularly or if there have been any changes (tasks, equipment, environment and/or personnel) or where the assessment is no longer valid.

Please note:

- Employees and/or their recognized trade union representative must be informed of the significant findings and the control measures in place.
- All other persons based in the building must be made aware of the risks that have been identified and the control measures in place.

FIRE RISK ASSESSMENT

The purpose of fire risk assessment is to:

- Identify those items/activities/processes which pose a risk of fire within the workplace, and
- Identify those features of the workplace which, in the event of a fire occurring would place employees at risk, and
- Identify measures which can be put in place to eliminate or reduce those risks.

Identify Hazard	⇒	Eliminate or Reduce	⇒	Remaining Risk
-----------------	---	---------------------	---	----------------

Basic terms:

- **Hazard** is any situation with a potential to cause harm, damage to property, damage to the environment or any combination of these.
- **Risk** is the likelihood that harm or damage will occur from the hazard. The degree of risk can be quantified as follows:

Low risk	-	Unlikely to occur.	(L)
Medium risk	-	Quite possible.	(M)
High risk	-	Very likely.	(H)

To achieve a safer working environment, the elimination, or at least the reduction in the risks posed by hazards, should be carried out.

Use any of the following measures to eliminate or reduce the risk:

- Remove** - if not required, remove the hazard from the workplace.
- Replace** - is there a safer alternative that could be used?
- Reduce** - if the hazard cannot be removed, can it be reduced? Only keep the minimum quantity of any flammable materials that is necessary.
- Separate** - keep flammables away from ignition sources.
- Protect** - store flammables in suitable containers/stores.
- Maintenance** - keep equipment in good order by regular maintenance and repair when necessary. This avoids defective equipment causing fires and ensures that equipment is running correctly and cost effectively.
- Clean** - keep the workplace tidy and remove rubbish regularly.
Take a look at the workplace and decide what hazards are present. Use the following sheets to help you assess these hazards.

HAZARD IDENTIFICATION & REDUCTION - IGNITION SOURCES.

Guidance	Hazard	Yes/ No/Na	Necessary action to eliminate or reduce the hazard	High/Med /Low Risk
<p>The questions opposite are designed to alert you to possible ignition sources in the workplace, there may be others specific to your undertaking, be open minded and consider all eventualities.</p> <p>Possible sources of ignition may be heaters, boilers, engines, smoking materials or heat from processes or electrical apparatus, whether in normal use or through carelessness or accidental failure. The potential for an arson attack should also be considered.</p> <p>Where possible, sources of ignition should be removed from the workplace or replaced with safer forms. Where this cannot be done, the ignition sources should be kept well away from combustible materials or made the subject of management controls.</p> <p>Particular care should be taken in areas where portable heaters are used or where smoking is permitted.</p> <p>Where heat is used as part of a process, it should be used carefully to reduce the chance of fire as much as possible.</p>	Is smoking permitted?	NO		LOW
	Does work involve a source of heat? e.g. welding or cooking	NO		LOW
	Are light bulbs or fittings near to combustible materials?	NO		LOW
	Are portable/radiant heaters Used?	NO		LOW
	Is the heating system in a satisfactory condition and maintained?	YES		

HAZARD IDENTIFICATION & REDUCTION - IGNITION SOURCES.

Guidance	Hazard	Yes/ No	Necessary action to eliminate or reduce the hazard	High/Med /Low Risk
<p>Good security both inside and outside the workplace will help to combat the risk of arson.</p> <p>Ensure that all equipment is regularly maintained and is used correctly.</p> <p>Periodic electrical testing.</p>	Is there a potential for arson?	NO		LOW
	Is electrical equipment in a satisfactory condition, maintained and used correctly?	YES		LOW
	Does the premises have a valid 5 year periodic hard wire certificate?	YES		
	Are there other ignition sources?	NO		LOW

HAZARD IDENTIFICATION & REDUCTION - COMBUSTIBLE MATERIALS.

Guidance	Hazard	Yes/ No	Necessary action to eliminate or reduce the hazard	High/Med / Low risk
<p>Most workplaces contain combustible materials. Provided the materials are used safely and stored away from sources of ignition this should not cause concern. The amount of combustible material in a workplace should be kept as low as reasonably practicable.</p> <p>Materials should not be stored in gangways, corridors or stairways or where they may obstruct exit doors. Some combustible materials, such as flammable liquids, gases, or plastic foams, ignite more readily than others and quickly produce large quantities of heat and/or dense smoke.</p> <p>Ideally, such materials should be stored away from the workplace or in fire-resisting stores. The quantity of these materials kept or used in the workplace should be as small as possible.</p>	Are combustible items stored in a safe location?	YES		LOW
	<p>Do walls/ceilings have combustible coverings? e.g. displays/decorations.</p> <p>Are all cables above suspended ceilings fixed and secure.</p>	<p>NO</p> <p>NO</p>	Where suspended ceilings contain wiring systems in escape routes, the cables should be supported such that they will not be liable to premature collapse in the event of a fire (Regulation 521.11.201 refers).	MED
	Are there other combustible items that pose a significant risk?	NO		LOW

HAZARD IDENTIFICATION & REDUCTION - COMBUSTIBLE MATERIALS.

Guidance	Hazard	Yes/ No/Na	Necessary action to eliminate or reduce the hazard	High/Med/ Low risk
Fires often start and are assisted to spread by combustible waste in the workplace.	Are flammable substances used or stored?	NO		LOW
Such waste should be collected frequently and removed from the workplace, particularly where processes create large quantities of it.	Is combustible waste correctly managed?	YES		LOW
Wherever possible ensure that any materials, furniture, fabrics etc; that are purchased are to a recognized fire safety standard (if in doubt contact you're Departmental Safety Advisor).	Is all furniture including furnishings fire retardant?	N/A		

HAZARD IDENTIFICATION & REDUCTION - PEOPLE AT RISK

Guidance	Hazard	Yes/ No/Na	Necessary action to eliminate or reduce the hazard	High/Med/ Low risk
<p>Now look at the people in your workplace.</p> <p>Because fire is a dynamic event, which if unchecked will spread throughout the workplace, all people present will eventually be at risk if fire occurs.</p> <p>Where people are at risk, adequate means of escape from fire should be provided together with arrangements for detecting and giving warning of fire.</p> <p>Fire fighting equipment suitable for the hazards in the workplace should be provided.</p> <p>Some people may be at significant risk because they work in areas where fire is more likely or where rapid fire growth can be anticipated.</p> <p>Where possible the hazards creating the high level of risk should be eliminated or reduced. Specific steps should be taken to ensure that the people affected are made aware of the danger and the action they should take to ensure their safety and the safety of others.</p>	Do employees work in areas of high fire risk?	NO		LOW
	Can all persons react quickly to a fire or an alarm?	YES		LOW
	Do employees work alone or in remote areas?	YES		LOW
	Are all persons made aware of the emergency procedures? e.g. visitors	YES		LOW
	Can large numbers of people who are unfamiliar with the premises be present?	YES		LOW

HAZARD IDENTIFICATION & REDUCTION - PEOPLE AT RISK

Guidance	Hazard		Necessary action to eliminate or reduce the hazard	High/Med/Low risk
	Is the building used by visitors or members	YES		LOW
	How many stories are there in the building?	1	With accommodation above and separate entrance. I am informed that the above accommodation is to be deconstructed and removed in the near future (none habitable).	LOW
	What are the materials used on the external walls?	Brick & Render		LOW
	Are the materials used on the external wall likely to ignite and spread fire easily?	NO		LOW

HAZARD IDENTIFICATION & REDUCTION - PEOPLE AT RISK

Guidance	Hazard	Yes/No/NA	Necessary action to eliminate or reduce the hazard	High/Med/Low risk
	Are materials used to construct balconies likely to ignite and spread fire easily?	N/A		
	What materials are predominantly used for the window frames in the building	UPVC		MED
	Does the building have spandrel or infill panels	NO		LOW
	How many staircases does the building have?	0		LOW
	What is the condition of the communal (fire) doors?	Good		LOW
	What is the evacuation strategy for the building?	Simultaneous		
	Are residential sprinkler systems installed?	NO		

HAZARD IDENTIFICATION & REDUCTION - PEOPLE AT RISK

Guidance	Hazard	Yes/ No/Na	Necessary action to eliminate or reduce the hazard	High/Med/ Low risk
This could included: scissor flats; dwelling over common access areas or split level flats.	Has there been more than one instance of fire reported in or around the building in the last 12 months?	NO		LOW
	What category does the premises fall under general or specialised?	General		LOW
	Are there unusual or complex internal structures and/or arrangements in the building that have a significant impact on fire safety?	NO		LOW

--	--	--	--	--

HAZARD IDENTIFICATION & REDUCTION - ADVERSE STRUCTURAL FEATURES

Guidance	Hazard	Yes/ No	Necessary action to eliminate or reduce the hazard	High/Med/ Low Risk
<p>Look at the actual building and consider if any of these features are present as they will affect the way a fire develops and how people can react to it.</p> <p>The workplace may contain features that could promote the rapid spread of the fire, heat or smoke and affect escape routes.</p> <p>These features may include ducts or flues, openings in floors or walls or combustible wall or ceiling linings.</p> <p>Where people are put at risk from these features appropriate steps should be taken to reduce the potential for rapid fire spread or to provide an early warning of fire so that people can leave the workplace before their escape routes become unusable.</p>	<p>Does the area include any features that could promote:</p> <p>A. Rapid fire spread</p> <p>B. Heat spread</p> <p>C. Smoke spread</p> <p>Which may affect escape routes?</p>	NO		LOW

IN THE EVENT OF FIRE - FIRE DETECTION AND WARNING.

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>In the Event of Fire Having identified the hazards in the workplace, some hazards will remain that require management systems to reduce the risk to life</p> <p>If there is a fire, it is important that all people in the building are warned of the fire as quickly as possible. Early discovery will enable people to escape safely before the fire takes hold and blocks escape routes or makes escape difficult.</p> <p>All buildings should have arrangements for detecting and giving warning of fire.</p> <p>Ask yourself how long a fire may burn before it is discovered. Fires in occupied rooms or in parts of the workplace that are frequently visited by employees may be quickly discovered. For instance, fire breaking out in an office may soon be discovered by employees who may smell burning or see smoke.</p> <p>If you are concerned that a fire may break out in an unoccupied part of the premises and put people at risk, such as a fire in a basement, consider fitting some form of automatic fire detection. However in most cases you can rely on staff to detect fire.</p>	Are arrangements in place for detecting a fire?	YES	Tested weekly.
	Are arrangements in place for giving a warning in case of fire?	YES	
	Will the detection give sufficient early warning for people to escape?	YES	
	Is automatic fire detection provided where people sleep on the premises?	N/A	
	Is automatic fire detection provided where fires may develop unnoticed?	YES	

IN THE EVENT OF FIRE - MEANS OF ESCAPE

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>Where people are at risk from fire, it will be necessary to ensure that in the event of fire they can escape safely from the building.</p> <p>Usually, the normal ways in and out of a workplace will meet most means of escape needs, particularly if you are satisfied that an early warning of fire will be given and staff are trained in what to do in case of fire.</p> <p>Very occasionally it may be necessary to provide additional exits or to improve the fire protection to existing escape routes. To help you decide whether the means of escape are satisfactory, there are a few basic rules to remember:</p> <p>People should be able to walk away from a fire as they escape or be able to pass a fire when it is very small. If a single direction escape route is in a corridor, the</p> <p>Corridor may need to be protected from fire by fire resisting partitions and self closing fire doors.</p>	Do escape routes lead to a place of safety?	YES	
	Are escape routes free of combustible items/obstructions?	YES	
	Taking account of reaction time, can all people get to a place of safety in two or three minutes?	YES	
	Taking account of reaction time, can people with only one escape route or in a high risk area reach a place of safety or a point where more than one route is available, in about one minute?	YES	
	Where necessary do fire doors self close?	YES	

IN THE EVENT OF FIRE - MEANS OF ESCAPE

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
Because fires tend to use stair openings as natural chimneys, escape from upper parts of some workplaces may be difficult. Therefore, most stairways will need to be separated from the workplace by fire resisting partitions and self closing fire doors. However, stairways serving not more than two open areas, such as in shops, which people may have to use to escape, may not need to be protected.	Are escape routes adequately signed using pictograms?	YES	

IN THE EVENT OF FIRE - MEANS OF ESCAPE - GUIDANCE CONTINUED.

Doors:

Some doors may need to open in the direction of travel, such as:

- Doors from a high risk area, such as a paint spraying room or large kitchen
- Doors that may be used by more than 50 people
- Doors at the foot of stairways where there may be a danger of people being crushed.

Some sliding doors may be suitable for escape purposes provided that they do not put people using them at additional risk, slide easily and are marked with the direction of opening. Doors which only revolve and do not have hinged segments are not suitable as escape doors.

Escape Routes:

Where two or more escape routes are needed they should lead in different directions to places of safety.

Escape routes should be short and lead people to a place of safety, such as the open air or to a part of the workplace where they are not in immediate danger. People should be able to reach the open air without re-entering parts of the workplace involved in fire and then be able to move well away from the building.

Check your designated escape routes to make sure that they are wide enough for the number of people who may have to use them. A normal 750mm door will allow up to 40 people to escape in one minute, so in most instances normal corridors and doorways will be wide enough. However, if your escape routes could be used by people in wheelchairs, they will need to be a minimum width of 800mm. Make sure that floors do not have trip hazards, and that all doors open in the correct direction and can be easily and immediately opened from the inside (without the use of a key or similar device) while the workplace is in use. Fire doors should be self closing (fire doors to cupboards can be simply latched or locked).

Always ensure that escape routes are not obstructed, particularly in corridors and on stairways where storage could be dislodged by people escaping or cause them to trip. Also, you must ensure that any fire hazards are removed from exit routes, particularly from protected corridors or stairways. A fire on an exit route could have serious consequences for those trying to use it.

All escape routes should be regularly checked to ensure that they are not obstructed and that exit doors are unlocked and available for use. Self closing fire resisting doors should be checked to ensure doors close fully, including those fitted with automatic release mechanisms. Particular care must be taken where the means of escape is only in one direction.

IN THE EVENT OF FIRE - MEANS OF ESCAPE CONTINUED.

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>Escape Times: Escape routes should be short enough to enable all people in the building to get to the nearest place of safety in about two or three minutes.</p> <p>People in areas with only one means of escape or in areas of high fire risk should be able to reach a place of safety or a point where more than one route is available in about one minute.</p> <p>If you are not sure, pace out the routes from where people work to their nearest place of safety. Walk slowly, timing yourself as you walk. Bear in mind that the greater the number of people who may have to use a route, the longer the time they may need.</p> <p>Also, take into account that people using stairways move more slowly as do people with disabilities. If it is your practice to hold fire drills, check how long people take to evacuate the workplace floors and use that as the basis of your assessment.</p> <p>If you find that the escape times are too long, consider rearranging the workplace so that people work closer to the nearest place of safety.</p>	Are escape routes adequately lit?	YES	
	Where necessary is escape/emergency lighting sufficient?	YES	
	Are adequate escape provisions made for people with special needs?	N/A	
	Are corridors/staircases protected where necessary?	N/A	
	Are escape routes of adequate width?	YES	

IN THE EVENT OF FIRE - MEANS OF ESCAPE CONTINUED.

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>Consider what your employees need to do before they can start their escape and how long this will take: the reaction time.</p> <p>This may involve closing down machines, attending to security issues or helping the public or visitors out of the workplace. The reaction time should be as short as possible so as to reduce the risk to staff caused by delaying their escape. Take this into account in assessing your escape routes. Make sure people know what to do in case of fire. This can speed up the evacuation process.</p>	Where necessary do doors open in the direction of escape?	YES	
	Are door fastenings on escape routes simple to open without the need for a key?	NO	See page 33 Thumb lock.
	Are all fire doors fitted with automatic overhead closures.	YES	

IN THE EVENT OF FIRE - MEANS OF ESCAPE - GUIDANCE CONTINUED.

Lighting:

Escape routes need to be adequately lit. If the route depends on artificial lighting or if the workplace is used during the hours of darkness, you may need to consider alternative sources of illumination should the power fail during a fire. If necessary, check the routes when it is dark. In a small workplace, it may be appropriate to provide torches which staff can use if the lighting fails.

Signage:

Exit signs on doors or indicating exit routes should be provided where they will help people to find a safe escape route. Signs on exit routes should have directional arrows, "up" for straight on and "left, right or down" according to the route to be taken. Signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. Fire safety signs which contain symbols or pictograms which comply with BS 5499: Fire Safety Signs, Notices and Graphic Symbols will satisfy the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996, providing they continue to fulfill their purpose effectively. All fire safety signage must meet the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

Emergency Exit Signs - Rectangular or square in shape, white pictogram on a green background (the green part to take up at least 50% of the area of the sign).

Fire fighting signs - Rectangular or square in shape, white pictogram on a red background (the red part to take up at least 50% of the area of the sign).

IN THE EVENT OF FIRE - PROVISION OF FIRE FIGHTING EQUIPMENT

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
Is sufficient fire fighting equipment, of the correct type for the risk, present to tackle a small fire?	Is suitable and sufficient fire fighting equipment provided?	YES	
If fire breaks out in the building and trained employees can safely extinguish it using suitable fire fighting equipment, the risk to others will be removed. Therefore, all workplaces where people are at risk from fire need to be provided with suitable fire fighting equipment.	Is the fire fighting equipment positioned in the correct location for the type of building, or adjacent to fire exits?	YES	
The most useful form of fire fighting equipment for general fire risks is the water type extinguisher or suitable alternative. A minimum of one such extinguisher should be provided for around each 200 square meters of floor space with a minimum of one per floor. If each floor has a hose reel which is known to be in working order and of sufficient length for the floor it serves, there may be no need for water type fire extinguishers to be provided.	Are sufficient numbers of people competent in the use of fire fighting equipment?	YES	
Areas of special risks involving the use of oil, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher. Fire extinguishers should be sited on exit routes, preferably near to exit doors or where they are provided for specific risks, near to the hazards they protect.	Is fire fighting equipment inspected annually?	YES	

IN THE EVENT OF FIRE - PROVISION OF FIRE FIGHTING EQUIPMENT

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>Notices indicating the location of fire fighting equipment should be displayed where the location of the equipment is not obvious or in areas of high fire risk where the notice will assist in reducing the risk to people in the workplace.</p> <p>Ensure that fire extinguishers in vehicles are included in the checks and routine tests.</p>	Is fire fighting equipment clearly visible or signed?	YES	Serviced under contract.

IN THE EVENT OF FIRE - PROVISION OF FIRE FIGHTING EQUIPMENT - GUIDANCE CONTINUED:

Sufficient numbers of employees, trained in the safe use of the fire extinguishers provided should always be present when the workplace is occupied. This is particularly important for those working in areas where there are special risks.

IN THE EVENT OF FIRE - FIRE EMERGENCY PLAN AND TRAINING.

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>By planning ahead and ensuring everyone knows what to do in case of fire, the reaction time will be reduced.</p> <p>Each workplace needs to have an emergency plan. The plan should include the action to be taken by employees/pupils in the event of fire, the evacuation procedure and the arrangements for calling the fire brigade.</p> <p>For small workplaces this could take the form of a simple fire action notice posted in positions where employees can read it and become familiar with it.</p>	<p>Does the Fire Emergency Plan include:</p> <ol style="list-style-type: none"> 1. Action to be taken by employees in the event of fire evacuation procedures? 2. Arrangements for calling the fire brigade? 3. Arrangements to liaise with emergency services when an incident occurs? 	YES	
<p>High fire risk or larger workplaces will need more detailed plans which take account of the findings of the risk assessments, e.g. employees significantly at risk and their location. For larger workplaces, notices giving clear and concise instructions of the routine to be followed in case of fire should be prominently displayed. The notice should include the method of raising an alarm in the case of fire and the location of an assembly point to which employees escaping from the workplace should report.</p>	<p>Has information been provided to Emergency Services regarding rescue & fire fighting (in respect of any special risks involved in the workplace)?</p>	N/A	
<p>In order to assist disabled or sensory impaired people to escape from fire it may be necessary for employees to be trained in the correct procedures to cope with this eventuality.</p>	<p>Is training carried out regarding the Fire Emergency Plan?</p>	N/A	

IN THE EVENT OF FIRE - FIRE EMERGENCY PLAN AND TRAINING.

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
	Do all employees receive induction training regarding the Fire Emergency Plan?	YES	

IN THE EVENT OF FIRE - FIRE EMERGENCY PLAN AND TRAINING - GUIDANCE CONTINUED:

Training and Instruction:

All people regularly employed in a workplace should be aware of the risk of fire, particularly if they work with hot processes or use highly flammable substances. They also need to know the action to be taken in case of fire, including:

- How to warn others of the fire including the operation of the fire warning apparatus provided
- The location and use of escape routes
- Assisting or directing visitors or members of the public from the workplace
- The location of a nominated assembly point
- The use of the fire equipment provided
- How to summon the fire service

In larger workplaces it may not be necessary to train all employees in the operation of the fire equipment but everyone should know what hazards the fire extinguishers are provided to cover and the danger of using the wrong type of extinguisher in areas of special risks. Sufficient numbers of employees trained in the use of the fire extinguishers provided should always be present when the workplace is occupied. This is particularly important for those working in areas where there are special risks.

In workplaces employing large numbers of employees, it may be appropriate to nominate certain employees to carry out specific tasks in the event of fire. These tasks might include acting as floor marshals, ensuring that the floor is completely evacuated during a fire evacuation, and reporting that fact to a control point. Others may have the task of closing down processes during an evacuation or ensuring that security is maintained whilst the workplace is evacuated. The training should ensure that these tasks are carried out efficiently and safely.

MAINTENANCE, TESTING AND MONITORING

MAINTENANCE & TESTING:

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
<p>It is important that equipment is fit for its purpose and is properly maintained and tested.</p> <p>All equipment provided to assist escape from the premises, such as fire detection and warning systems and emergency lighting, and all equipment provided to assist with fighting fire, should be regularly checked and maintained by a suitable competent person.</p>	Has all safety equipment been regularly checked and maintained in accordance with the requirements identified within this document?	YES	

MONITORING:

Guidance	System	Yes/ No	Arrangements Proposed action/Recommendations
Most places change to some degree over time with the introduction of new equipment and processes or changes in personnel. These changes may affect the risk of fire.	Are procedures in place to control any changes to, or the introduction of additional hazards?	YES	<p>The risk assessment should be reviewed and updated every 12 months.</p> <p>Review date: March 2026</p>

**FIRE RISK ASSESSMENT
SUMMARY SHEET OF SIGNIFICANT FINDINGS**

**Establishment: West Parley Community Pre-School/Community Area
Community Sports & Social Club
275 Christchurch Road, West Parley, Ferndown, Dorset. BH22 8SQ
Date of Risk Assessment: 25/3/2025**

Significant findings	Action Required
I have been informed that the staff have been trained is what action to take in the event of a fire situation.	None
The main entrance door from the community area requires a thumb lock to be installed.	Install a thumb lock to the inside of the main entrance door, so the door can be opened from the inside in an emergency without the need for a key.
Any portable appliances being used on the premises should be subject to Portable appliance testing. (PAT) to include all mobile phone chargers.	Portable Appliance Testing, commonly abbreviated to PAT, is the systematic checking of any equipment that can be connected to a common supply by means of an electric plug and socket arrangement. ... As with Fixed Wire Testing, PAT is encompassed in the IET (Institute of Engineering and Technology) British Standard BS7671.
Pre nursery only. In the event of evacuation the single exit leading directly to the outside of the premises should be used as the primary escape route.	None
	This Fire Risk Assessment should be reviewed and updated every 12 months Review date: March 2026
Use additional sheets as necessary	
Escape routes should be kept clear at all times.	

Competent Person: E BOOTH

Signature:.....

Olympian Fire Protection 295 Alder Road, Poole, Dorset. BH12 5BH Tel: 07818414128