



# Coddington Community Association

## Fire Safety Risk Assessment

Adopted: 13<sup>th</sup> July 2022

Reviewed:

Next Review: July 2023

# **Fire Risk Assessment**

## **For**

### **Coddington Community Centre**

#### **1. Premises Particulars**

##### **Address**

Coddington Community Centre,  
Beckingham Road, Coddington, Newark, Nottinghamshire, NG24 2TP.

##### **Contact Details:**

Centre Manager:	Mr Ian Lawson	Mobile: 07961510999
Booking Clerk:	Ms Sally Briggs-Price	Mobile: 07985386638
Chairman:	Mr Malcolm Baker	Mobile: 07988005266

##### **Use of Premises**

The Community Centre is used as a meeting place to provide local access to activities for the community.

##### **Owner / Employer / Person in control of the workplace**

The building is owned by Coddington Parish Council.  
The building and activities are managed by Coddington Community Association CIO.

##### **Date of Risk Assessment**

This risk assessment was carried out on the 1<sup>st</sup> Feb 2022 and will be reviewed by the Trustees annually.

##### **Name and relevant details of person conducting the Risk Assessment**

Malcolm Baker  
Chairman of Trustees at Coddington Community Centre  
NEBOSH International General Certificate in Occupational Health and Safety

## 2. General Statement of Policy

It is the policy of Coddington Community Association to protect all persons including employees, trustees, hirers, contractors and members of the public from potential injury and damage to their health which might arise from working at, and use of the facilities, at Coddington Community Centre.

The Association will provide and maintain safe and healthy conditions and equipment at the Centre to all users, and provide safe systems of work for all employees, with information and training as required.

The Association will give a high level of commitment to health and safety and will comply with all statutory requirements.

It is important that all hirers of the Centre adopt the same level of commitment as they will normally be using the facilities without any supervision from trustees or employees of the Association. Any concerns that hirers have about safety issues at the Centre should be raised with the Centre Manager, Bookings Secretary or Chairman.

## 3. Management Systems

Coddington Community Centre was designed and constructed by Newark and Sherwood District Council in 2005 / 6 to modern fire protection standards as a purpose-built Community Centre. The Community Centre is operated by the charity Coddington Community Association – CIO for the benefit of the local inhabitants. The Association comprises trustees and two employees:

- I. A part-time Centre Manager who attends site as required
- II. A part-time Clerk who works almost exclusively from home.

The Fire Risk Assessment has been revised and updated by Malcolm Baker who is the Chairman of the trustees and reviewed with the employees and other trustees for corrections and additions, and to communicate the Risk Assessment. Where deficiencies in fire protection or significant findings have been identified, their rectification or other actions will be monitored by the Chairman and reviewed at the regular trustee meetings as part of governance of the Association.

The Centre Manager:

- I. Arranges for third party contractors to provide periodic inspection and maintenance of the fire protection systems of the Centre
- II. carries out and records regular checks of fire protection systems throughout the year and arranges for repairs as required.

Due to the small size of the organisation, with only one employee regularly attending site, no formally accredited management system is required for the Association.

The Fire Risk Assessment will be reviewed with the employees and trustees annually (see front cover for due date) and updated where required.

## 4. General Description of the Premises

The building is considered to be at low risk of fire due to the nature of the activities taking place at the Community Centre, and combined with the fire protection designed into the building there are suitable and sufficient signed emergency escape routes from the two main rooms in use by hirers of the facilities.

The building is single-storey, and the main rooms and a protected corridor running through the centre of the building all have direct access to at least one emergency exit.

The main hall exits are to the south of the building and then east towards the school to the muster point situated to the north east of the building or to the west which would be preferred for people who need assistance. From here they can make their way to the front of the building and then to the muster point or the patch of grass to the west of the building from where they can be rescued.

The function room exit is to the east of the building which takes people towards the muster point.

Both rooms can use the main corridor as a secondary exit to the front of the building.

The only area where hot surfaces could be present is the kitchen, which has limited occupancy and two escape routes available via the Function Room and the protected corridor.

### Occupancy

The premises license allows activities which are required to be licensed to be conducted between 8am and midnight.

Other activities may be carried out following agreement between the hirer and the trustees.

The total number of employees on site at any one time is one – the centre manager.

The maximum number of people allowed onsite at any one time is 250. This would be 100 in the Function Room and 150 in the Main Hall.

### Building Footprint:

Function Room: 7.4 meters x 12.2 meters, 2 fire exits.

Main Hall: 8.5 meters x 16 meters, 3 fire exits.

Gents toilet: 2 stalls and 2 urinals.

Ladies toilet: 3 stalls.

Accessible toilet: 1.

Number of Floors: 1.

Number of Stairs: None.

## 5. Fire Safety Systems within the premises.

Fire Warning System: (i.e. automatic fire detection, break glass system to BS5839, other)

Heat and smoke detectors are in place throughout the building, including in service areas such as roof voids, and these are linked along with the break-glass fire points to the fire alarm control panel.

Emergency Lighting: (i.e. maintained / non-maintained, 1 hour / 3 hour duration to BS5266)

Emergency lighting with battery backup is provided and maintained across the building, including in toilets, and changing rooms, to support evacuation from the building in the event of a mains power failure.

Other: (i.e. sprinkler system to LPC rules BS5306)

No automated fire suppression is in place for the building.

## 6. Plan drawing

### Key

Call Point

Water Extinguisher

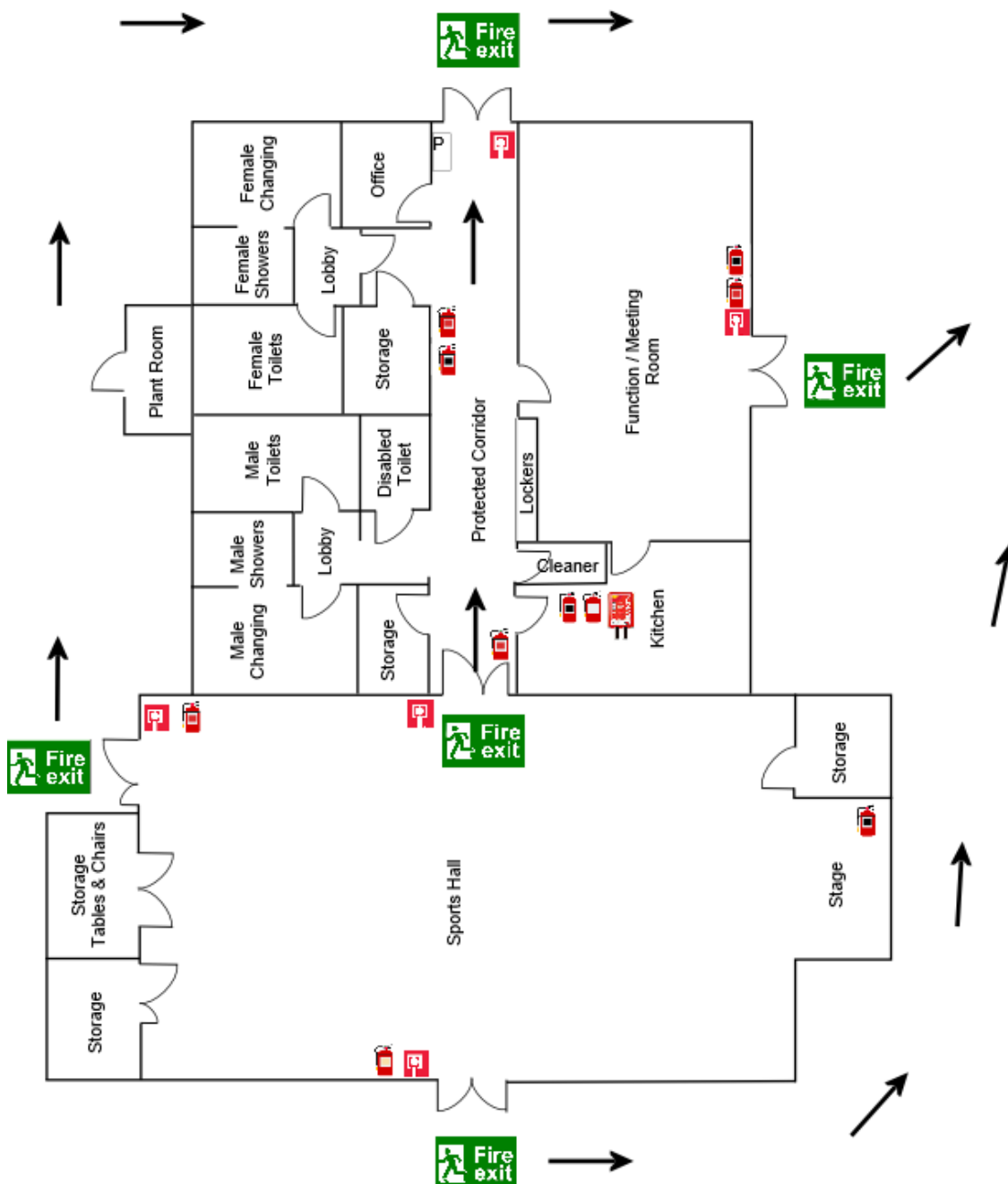
CO2 Extinguisher

Foam Extinguisher

Wet Chemical

Fire Blanket

Fire Panel



## 7. Identify Fire Hazards

### Sources of Ignition:

Smoking and incendiaries are not permitted in the building, so sources of ignition are limited to:

- Kitchen fires from unattended cooking activities
- Electrical fires from portable or permanent electrical installations
- Gas heaters in the Main Hall roof

### Sources of Fuel:

- Paperwork in the locked office
- Users' equipment and furniture in storage rooms
- Storage in roof voids / lofts
- Gas supply to heaters in Main Hall
- Cooking oil / food / disposable crockery & utensils in Kitchen  
(brought in by users of the centre – no products are stored on site)

### Work Process:

- No hot work takes place on the premises when they are in use
- If maintenance activities required hot work, this would require a specific hot work risk assessment.

### Structural features that could promote the spread of Fire:

None – the building was constructed to a modern standard.

## 8. Identify People at Risk

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place

The building is unoccupied for the majority of the day, with the following people at risk when it is occupied:

- The Centre Manager (or trustees providing leave cover) will often be working alone on low-risk activities (cleaning, restocking toilets, moving furniture) that do not cause additional fire risk
- Hirers of the Centre are responsible of the members of the public in the Centre during their hire period, including emergency egress, ensuring no-one is left in the building, control at the assembly point, and contacting the emergency services.
- The terms and conditions make this responsibility explicit, and is supported by the fire action notices around the building

Hirers (which can include trustees), can be responsible for a variety of types of people at risk:

- Adults
- Children
- Disabled persons

The disabled access and emergency egress routes, and the single-storey nature of the building reduces the risk to disabled persons their carers.



## 9. Means of escape – Horizontal evacuation

Coddington Community Centre is provided with ample means of escape in the event of fire, as shown in the fire plan in Section 6 of this risk assessment. Assumed occupancy levels and distances to emergency fire exits are shown in the fire plan drawing:

The Main Hall has two independent fire exits immediately off the Hall, plus another route along a protected corridor in the very unlikely event these were insufficient

The Function Room has one fire exit immediately off the room, plus another route along a protected corridor in the very unlikely event these were insufficient

The Kitchen, which has low occupancy, has indirect access to fire exits in the Function Room and via the protected corridor

Toilet and changing rooms, which have low occupancy, have access to fire exits via the protected corridor.

To maintain the fire protection included in the building design, apart from regular inspections and periodic maintenance of the fire protection systems, it is essential that fire doors are kept shut, and the doors giving indirect access to fire exits are kept unlocked at all times.

## 10. Means of escape – Vertical Evacuation

Not applicable for this single storey building.

## 11. Fire Safety signs and Notices

Fire action notices are in place around the building, at each alarm call point, and have been completed with the required information (e.g. Call 999 and ask for Fire, location of nearest fire exit, location of assembly point). There is not one in the kitchen as there is no call point in this room. The building is well provided with illuminated fire exit signs, and these are regularly checked and periodic maintenance is completed.

## 12. Fire warning system

The fire control panel is connected to heat and smoke detectors around the building, and its operation is checked via periodic inspection and maintenance work.

## 13. Emergency Lighting System

Emergency lighting is in place and is regularly checked and maintained to the original standards of installation from 2005 / 6.

## 14. Fire Fighting equipment

Fire extinguishers are in place in Main Hall, Function Room, Kitchen and protected corridor – for use to secure a safe means of egress in the event of fire, or to control a very minor fire. The numbers, types and locations have been changed since the original installation, as requested by the competent authority carrying out periodic inspection of the fire extinguishers.

## 15. Management – Maintenance

Is there a maintenance programme for the fire safety provisions in the premises?

Yes – The maintenance work is carried out by a third-party contractor

Are regular checks of fire resisting doors, walls & partitions carried out ?

Yes - Checks of fire door closing mechanisms are carried out

Are regular checks of escape routes & exit doors carried out?

Yes – Escape routes are kept clear, and exit doors checked for operation

Are regular checks of Fire Safety Signs carried out?

Yes – Signs are located at each call point.

Is there a maintenance regime for the Fire Warning System?

Yes - The fire control panel and detectors are given periodic inspection and maintenance.

Weekly inspection by Centre Manager

Annually inspection by Maintenance contractor

Is there a maintenance regime for the Emergency Lighting System?

Yes – Emergency Lighting function is checked :-

Weekly by the Centre Manager.

Annually by a Maintenance Contractor.

Is there a maintenance regime for the Fire Fighting Equipment ( By Competent Person)?

Yes – Fire extinguishers are checked periodically and replaced / added to as recommended by the competent authority.

Weekly checks by Centre Manager

Annual Checks by Maintenance Contractor

Are records kept and their location identified?

Yes – Record are kept by the Centre Manager in the office.

## 16. Method for calling the Fire Service

A fixed line telephone is not available at the Community Center, so any calls to the Fire Service would need to be made using a mobile phone by the hirer / employee / trustee present.

No automated calls are made from the Fire Control Panel.

## 17. Emergency Action Plan (EAP)

### **Assembly Point**

- Green sign in Car Park to the east of the building next to the pedestrian exit from the car park.

### **Action on discovery of a fire or hearing the alarm**

- Follow actions shown on the fire action notices
- Evacuate all people from the building and meet at the assembly point
- Assist Children and disabled persons with their evacuation
- For large events, assign fire monitors to sweep the building to ensure it is clear
- Hirer to use a mobile phone to call the Fire Brigade from Assembly Point
- Hirer to control vehicle movements in the car park to reduce risk to people and allow access to emergency vehicles

## 18. Training

Training of all users at the Center is required to ensure that all are familiar with what to do in the event of a fire:

- For regular users of the center, a handout should be provided annually ( after the AGM ) with participation in planned fire drills to be offered. Any fire drills carried out should be recorded in the register held in the Centre Manager's Office. This register will be reviewed with this risk assessment.
- For occasional bookings, a handout should be provided to the hirer at the time of booking / paying a deposit, and an additional copy on payment of balance.

Additional training of employees and trustees will be provided via the participation in the review of this Fire Risk Assessment.

19. Fire Safety deficiencies to be rectified

Deficiency / Rectification	Priority	Date to be rectified	Date rectified

## 20. Significant Findings

Significant Finding	Control Measure
Door at front of building is a secondary fire exit	To be kept unlocked during hire
Fire doors essential for protection of corridor	To be kept shut at all times
Fire drills ensure people evacuate promptly	Plan some fire drills for regular users
Communicate emergency escape plan for Parties	Copy escape plan to occasional hirers
Overcrowding in the kitchen	<p>The kitchen should be occupied by only the people required to carry out the tasks.</p> <p>Children/Young and Vulnerable people should be adequately supervised in the kitchen.</p>

## 21. Additional Hazards

None Identified

Need to consult Fire Service - No