



**FIRE RISK
ASSESSMENT**

In respect of:

West Moors Memorial Hall
231 Station Road
West Moors
Ferndown
BH22 0HZ



REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT

Employer or other Responsible Person:	Trustee's of West Moors Memorial Hall
Address of Property:	231 Station Road, West Moors, Ferndown, BH22 0HZ
Person(s) Consulted:	Roger Male - Trustee
Assessor:	Louise Ritchie TIFireE MIFSM
Report Validated By:	Stuart Ritchie MIFireE MIFSM
Date of Fire Risk Assessment:	05 December 2023
Risk Rating:	Low
Date of Previous Fire Risk Assessment:	01 May 2020
Suggested Date for Review¹:	December 2024
<i>This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.</i>	
<i>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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.</i>	

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, 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.

1.0	THE BUILDING	
1.1	Number of floors in assessment area:	Ground floor only
1.2	Approximate floor area of assessment	550M ²
1.3	Brief details of construction:	The premises consist of a single storey brick elevation with a pitched tiled roof built in 1929. One side of the building is used as a social club. The adjacent side is used for rental purposes.
1.4	Specialist EWS1 survey required?	Not applicable to this location
1.5	Occupancy/Purpose Group:	Assembly & Recreational: Purpose Group 5 One side of the building is used as a social club with a bar. The adjacent side is rented out for functions and group activities.
<p><i>All multi-occupied residential buildings with two or more sets of domestic premises now require the Fire Risk Assessment (FRA) required under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order) to include an assessment of their external walls. In many cases, this is will not require a detailed review of their external walls. It should be obvious to a competent fire risk assessor that the risk of fire spread, particularly in buildings with brick or masonry walls, is sufficiently low that an FRAEW (Fire Risk Appraisal of External Wall) report is not required.</i></p>		

2.0	THE OCCUPANTS	
2.1	Approximate maximum number:	Up to 170 persons can frequent the premises.
2.2	Approximate maximum number of employees at any one time:	Minimal
2.3	Maximum number of members of public:	Up to 170 persons can frequent the premises.

3.0	OCCUPANTS AT SPECIAL RISK	
3.1	Sleeping occupants:	No sleeping occupants.
3.2	Disabled occupants:	Persons with limited mobility could occupy the premises.
3.3	Occupants in remote areas:	Not applicable
3.4	Others:	Not applicable.

4.0	FIRE LOSS EXPERIENCE	
	None reported or evidence viewed	

5.0	OTHER RELEVANT INFORMATION
	The Fire Risk Assessment is in respect of all areas within the complex as a whole. However, the roof space was not accessible.

6.0	RELEVANT FIRE SAFETY LEGISLATION
6.1	<p>The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006 and The Fire Safety (Scotland) Regulations 2006, adopt a self-assessment approach to fire safety in the workplace. The legislation places certain duties on the ‘responsible person’ for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are more than five staff this assessment should be recorded. The assessment set out in this document is intended to satisfy this requirement.</p> <p>On 1 October 2023, the Building Safety Act 2022 came into force and applies to all non-domestic premises, such as where people work, visit or stay, including workplaces, and the non-domestic parts of multi-occupied residential buildings (e.g. communal corridors, stairways, plant rooms). The requirements do not apply within individual domestic premises.</p> <p>This fire risk assessment should be reviewed periodically and in the event of:</p> <ul style="list-style-type: none"> • Changes to the work activities or the way they are organised, including the introduction of new equipment. • Alterations to the building(s), including the internal layout. • The introduction, change of use or increase in the storage of hazardous substances. • The failure of fire precautions, e.g. fire detection and alarm systems or sprinkler systems. • Significant changes to the type and quantity and/or method of storage of combustible materials. • Significant changes in the occupancy levels. • A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency. • Changes to the management of the organisation. <p>The following have been referred to as the appropriate documents to determine the benchmark standards for these premises:</p> <p>Building Regulations 2010 Approved Document B Volume 2 – Buildings other than dwellings, ISBN 978 1 85946 916 3.</p> <p>Department for Communities and Local Government – Small and medium places of assembly, ISBN: 978 1 85112 820 4</p> <p>Fire Safety (England) Regulations 2022.</p> <p>The Building Safety Act 2023.</p> <p>Comments:</p> <p style="text-align: center;">No comment required</p>

7.0	ELECTRICAL SOURCES OF IGNITION	
7.1	Reasonable measures taken to prevent fires of electrical origin?	YES
7.2	More specifically:	
	<p>Portable appliance testing carried out?</p> <p>PA Testing is carried out by a suitable qualified company on any item out of purchase warranty on a rolling program basis. Information regarding the schedule for IITEE, which used to be called PAT testing, can be found at https://www.pat.org.uk/pat-testing-frequency/</p> <p>Last date of testing by 'The Fire Point' was carried out in May 2023 for the main hall. PA Testing is booked for December 2023 for the Social Club.</p> <p>The stage lighting, which is owned by the drama club, appeared to be subject to PA Testing but I was unable to confirm the testing dates for all the units.</p> 	NO
	<p>Fixed installation periodically inspected and tested?</p> <p>Electrical installation condition report was carried out on the 20th of July 2020 for the main hall. Electrical installation condition report was carried out on the 7th of July 2022 for the social club.</p>	YES
	<p>Suitable policy regarding the use of personal electrical appliances?</p> <p>Items can be bought in by those who are renting the premises. Conditions are imposed for the safe use of electrical items which is included in the hiring agreement supplied.</p>	YES
	<p>Backup electrical generation?</p> <p>Not applicable</p>	NO
	<p>Suitable limitation of trailing leads and adapters?</p> <p>No issues noted.</p>	YES

	Solar panels installed? No solar panels installed.	N/A
Comments:		
See the recommendations in the Action Plan		

8.0	SMOKING	
8.1	Reasonable measures taken to prevent fires as a result of smoking? There is a nominated area to the side of the building with an appropriate metal bin provided. 	YES
8.2	More specifically: Smoking prohibited in the building? This is a building, which complies with the current non-smoking legislation with a total ban on smoking throughout the premises. 'No Smoking' signage is provided in accordance with the duties imposed by virtue of section 6(1) of the Health Act 2006. 	YES
Comments:		
No comment required		

9.0	ARSON	
9.1	Does basic security against arson by outsiders appear reasonable?	YES
9.2	Is there an absence of unnecessary fire load in close proximity to the building, or available for ignition by outsiders? All buildings/properties could be subject to wilful fire raising but the position and external features of this property makes the risk less likely. Premises covered by security CCTV externally and some internal areas. This is monitored on an APP. The social club have intruder detection installed.	YES
	<i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.</i>	
Comments:		
No comment required		

10.0	PORTABLE HEATERS AND HEATING INSTALLATIONS	
10.1	Is the use of portable heaters avoided as far as practicable? No such items viewed.	YES
10.2	If portable heaters are used:	
	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? No such items viewed.	YES
	Are suitable measures taken to minimize the hazard of ignition of combustible materials? The curtains on the stage area were treated when installed, this was confirmed to be approximately 20 years ago.	NO
10.3	Are fixed heating installations subject to regular maintenance? The gas fired central heating last service date for the whole premises was carried out on the 15 th of September 2023 by H20T Heating.	YES
Comments:		
See the recommendations in the Action Plan		

11.0	COOKING	
11.1	Are reasonable measures taken to prevent fires as a result of cooking? Catering facilities consist of beverage and food warming facilities only. Such items fall within the PA Testing arrangements.	YES
11.2	More specifically:	
	Filters changed and ductwork cleaned regularly? Not applicable.	YES
	Suitable extinguishing appliances available? Suitable extinguishers are in close proximity.	YES
Comments:		
No comment required		

12.0	LIGHTNING	
12.1	Does the building have a lightning protection system? Lightning protection is not normally installed on low-rise buildings.	NO
Comments:		
No comment required		

13.0	OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION	
13.1	Ignition sources:	
	None noted.	
Comments:		
No comment required		

14.0	HOUSEKEEPING	
14.1	Is the standard of housekeeping adequate? Housekeeping was observed to be of a high standard with no issues to comment upon that would compromise the safety of staff or visitors.	YES
14.2	More specifically:	
	Combustible materials appear to be separated from ignition sources? See notes in action plan regarding 10.2.	NO
	Avoidance of unnecessary accumulation of combustible materials or waste? No issues noted.	YES
	Are the general fire precautions adequate to address the hazards associated with the dangerous substances used or stored within the premises? No issues noted.	YES
	Avoidance of inappropriate storage of combustible materials? Acceptable levels being maintained.	YES
<p><i>For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.</i></p> <p><i>Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.</i></p>		
Comments:		
See the recommendations in the Action Plan		

15.0	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS	
15.1	Is there satisfactory control over works carried out in the workplace including the issue of hot work permits? Initially, all work will be covered by building/installation warranties. Contractors thereafter are used from the list of approved contractors.	YES
<p><i>Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.</i></p>		
Comments:		
No comment required		

16.0	MEANS OF ESCAPE FROM FIRE	
16.1	<p>Is it considered that the building is provided with reasonable means of escape in case of fire?</p> <p>There are 6 exits from the main hall and 3 exits from the social club. It was reported that all doors are unlocked during occupancy.</p>	YES
16.2	More specifically:	
	<p>Adequate provision of exits?</p> <p>The number, distribution and widths of emergency routes and exits have been assessed for the use of the building and likely number of occupants. It is considered that the number and width of emergency exits are suitable for the likely number of occupants.</p>	YES
	<p>Exits easily and immediately operable where necessary?</p> <p>There is free and unimpeded egress through fire exit doors that are fitted with appropriate furniture. Some doors are key operated, but they were confirmed to be unlocked during occupancy.</p>	YES
	<p>Fire exits open in direction of escape where necessary?</p> <p>Doors open in direction of travel where required.</p>	YES
	<p>Avoidance of sliding or revolving doors as fire exits where necessary?</p> <p>No such type of doors installed.</p>	YES
	<p>Satisfactory means for securing exits?</p> <p>Due to the use to which the building is being put, adequate means of securing the exits has been provided with staff knowledgeable of the over-ride protocols.</p>	YES

Reasonable distances of travel:		
	Where there is a single direction of travel? Escape in more than one direction is provided from all areas.	N/A
	Where there are alternative means of escape? Travel distances are within permitted limits for the use to which this building is being put.	N/A
	Suitable protection of escape routes? Means of escape and circulation areas appear to be provided with wall coverings that accord to Class 'O' as defined within Building Regulations. The fire doors require repair work in the following areas: - The social club office to hall connecting fire door has a split frame - Main hall side fire door has a loose handle - Kitchen fire door has a loose handle - Meeting room door has an excessive hinge edge perimeter gap.	NO
	Suitable fire precautions for all inner rooms? There are no inner rooms.	N/A
	Escape routes unobstructed? Internal protected escape routes and corridors enclosures are maintained clear of storage and obstructions. External routes are maintained clear and able to be used.	YES
16.3	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants? The ability of persons to evacuate the premises would have been discussed at time of booking this location.	YES
<p><i>Based on current occupancy information provided. Detailed calculations (e.g., using floor space factors to predict maximum occupancy) are not carried out.</i></p> <p><i>This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.</i></p>		
Comments:		
See the recommendations in the Action Plan		

17.0	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
17.1	It is considered that there is:	
	compartmentation of a reasonable standard ² From a limited inspection of accessible areas there were no obvious deficiencies identified and the compartmentation appears satisfactory.	YES
	Reasonable limitation of linings that may promote fire spread? Means of escape and circulation areas appear to be provided with wall coverings that accord to Class 'O' as defined within Building Regulations.	YES
<p><i>This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.</i></p> <p><i>A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.</i></p>		
Comments:		
No comment required		

18.0	ESCAPE LIGHTING	
18.1	Reasonable standard of escape lighting system provided ³ ?	NO
	Emergency lighting has not been installed in the disabled toilet.	
<p><i>Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.</i></p>		
Comments:		
See the recommendations in the Action Plan		

19.0	FIRE SAFETY SIGNS AND NOTICES	
19.1	Reasonable standard of fire safety signs and notices?	NO
	<p>Installation of further signage required in the following locations:</p> <ul style="list-style-type: none"> - 'Fire Exit Keep Clear' on the external side of the social club staff entrance door. - Foam fire extinguisher sign required re-fixing to the wall in the social club. - Fire action notices required next to all break class call points. - Push bar sign required on main hall exit door. 	
Comments:		
See the recommendations in the Action Plan		

20.0	MEANS OF GIVING WARNING IN CASE OF FIRE	
20.1	Reasonable manually operated electrical fire alarm system provided ⁴ ? The fire alarm should be extended to include smoke detection in the stage area in the main hall. The fire panel is situated in the main hall lobby.	NO
20.2	Automatic fire detection only provided? This system provides a British Standard system consisting of break glass fire alarm call points only in the social club side and smoke, heat and carbon monoxide detection throughout the main hall side including the means of escape.	YES
20.3	Remote transmission of alarm signals? It was confirmed that there is no transmission of alarm to a 24hr call receiving centre.	NO
<i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>		
Comments:		
See the recommendations in the Action Plan		

21.0	MANUAL FIRE EXTINGUISHING APPLIANCES	
21.1	Reasonable provision of portable fire extinguishers? The fire extinguishers provided are sufficient for the use to which the building is being put and are adequate in numbers and types. Provision of the items by foam extinguishers, CO2 extinguishers and a fire blanket.	YES
<i>Relevant to life safety and this risk assessment (as opposed to property protection).</i>		
Comments:		
No comment required		

22.0	RELEVANT[†] AUTOMATIC FIRE EXTINGUISHING SYSTEMS
22.1	Type of system:
	None installed or required to be installed.
<i>Relevant to life safety and this risk assessment (as opposed to property protection).</i>	
Comments:	
No comment required	

23.0	OTHER RELEVANT[†] FIXED SYSTEMS
23.1	Type of system:
	No such systems installed.
<i>Relevant to life safety and this risk assessment (as opposed to property protection).</i>	
Comments:	
No comment required	

MANAGEMENT OF FIRE SAFETY

24.0	PROCEDURES AND ARRANGEMENTS	
24.1	Person responsible for fire safety:	
	Trustee's of West Moors Memorial Hall	
<i>† Relevant to life safety and this risk assessment (as opposed purely to property protection).</i>		
<i>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.</i>		
24.2	Competent person(s) available to assist in implementation of fire safety legislation. Louise Ritchie TIFireE MIFSM is deemed to be the competent person for the initial advice and formulation of this fire risk assessment. On-going advice can be made available.	YES
<i>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.</i>		
<i>Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.</i>		
Comments:		
No comment required		

24.3	<p>Is there a documented evacuation procedure or emergency plan, that includes provision for ensuring everyone has been evacuated?</p> <p>A comprehensive fire procedural document is in place that appears to cover all aspects of the requirements of the business.</p> <p>The Fire Assembly Point is signed in the car park away from arriving fire vehicles.</p> 	YES
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Comments:

No comment required

24.4	<p>Is there a plan on the wall, in appropriate areas, indicating the evacuation procedure?</p> <p>Fire action notices are present in the main hall side. See notes in action plan for 19.1.</p> 	NO
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Comments:

See the recommendations in the Action Plan

24.5	<p>People nominated to respond to fire.</p> <p>All persons within the premises will respond in the event of a fire alarm activation.</p>	YES
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Comments:

No comment required

24.6	People nominated to assist with evacuation. All persons within the premises will respond in the event of a fire alarm activation.	YES
Comments:		
No comment required		
24.7	Appropriate liaison with fire brigade Not applicable as these premises will register as 'low' on the Local Authority Fire Service Risk Register.	N/A
Comments:		
No comment required		
24.8	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections) Documentation is kept for the monitoring of fire precautions.	YES
Comments:		
No comment required		

25.0	TRAINING AND DRILLS	
25.1	Staff given instruction on induction. There are instructions given to all regular groups who rent the premises to conduct their own fire drills on a 6 monthly basis. This is then communicated to the trustee's and feedback emails are distributed.	YES
Comments:		
No comment required		
25.2	Are all staff given periodic "refresher training" at suitable intervals. Not applicable.	YES
Comments:		
No comment required		
25.3	Are staff members with special responsibilities (e.g. fire wardens) given additional training? Not applicable.	YES
Comments:		
No comment required		

25.4	Are fire drills carried out at appropriate intervals. See 25.1	YES
Comments:		
No comment required		

26.0	TESTING AND MAINTENANCE	
26.1	Adequate maintenance of workplace?	YES

Comments:		
No comment required		

26.2	Weekly testing and periodic servicing of fire detection and alarm system? 6 monthly servicing carried out by The Fire Point with the last recorded date being 9 th of November 2023. Testing of the installed system was confirmed as being carried out weekly with records being maintained.	YES
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Comments:		
No comment required		

26.3	Monthly, six-monthly and annual testing routines for emergency lighting? Annual servicing carried out by The Fire Point with the last recorded date being May 2023. Testing of the installed system was confirmed as being carried out monthly with records being maintained.	YES
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Comments:		
No comment required		

26.4	Annual maintenance of fire extinguishing appliances? Annual servicing carried out by The Fire Point with the last recorded date being May 2023.	YES
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Comments:		
No comment required		

26.5	Six-monthly inspection and annual testing of rising mains? Not applicable to this location.	N/A
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Comments:		
No comment required		

26.6	Weekly testing and periodic inspection of sprinkler installations? Not applicable to this location.	N/A
Comments:		
No comment required		
26.7	Routine checks of fire rated doors and/or security fastenings? Any issued noted by trustees or the caretaker would be reported.	YES
Comments:		
No comment required		
26.8	Routine checks of final exit doors and/or security fastenings? External exit doors are in constant use.	YES
Comments:		
No comment required		
26.9	Annual inspection and test of lightning protection system? No system installed.	N/A
Comments:		
No comment required		
26.10	Other relevant inspections or tests: No other relevant systems installed.	N/A
Comments:		
No comment required		

27.0	RECORDS	
27.1	Appropriate records of:	
	Fire drills?	YES
	Fire training?	N/A
	Fire alarm tests?	YES
	Fire detection tests?	YES
	Escape lighting tests (including any torches)?	YES
	Checks of other fire protection systems and extinguishers?	YES
	Internal fire door checks?	YES
	Exit door checks?	YES
Comments:		
A Fire Logbook was available for viewing.		
No comment required		

FIRE RISK ASSESSMENT

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

Potential consequences of fire ► Fire hazard ▼	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 (probability of ignition) at this building is:

LOW	MEDIUM	HIGH
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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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	MODERATE HARM	EXTREME HARM
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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
- Moderate Harm:** Outbreak of fire could result in 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 this building is:

TRIVIAL	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE
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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	Minimal actions are required
Tolerable	No major additional controls required. However, there may be a need for consideration of 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 may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may 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 section. The risk assessment should be reviewed periodically.

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	MODERATE	SUBSTANTIAL	INTOLERABLE
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Definition of priorities (where applicable):

A	Immediate
B	Within 1 month
C	Within 3 months
D	Within 6 months
E	Annually

This Risk Assessment has been undertaken in good faith and to the best of our knowledge and understanding and is based on the information provided by the client as well as visual inspection. No liability can be accepted for errors and omissions where incorrect information has been provided or where reasonable assumptions have been made. The assessment reflects what was observed on the date of inspection. The client is finally responsible for the fire safety in the premises and should ensure that the recommendations or suitable alternatives are carried out.

The enforcing authorities have the power to make further or contrary recommendations to those contained within this assessment, as may seem appropriate to them, with which the client must comply.

Risk Assessment is an ongoing process and this assessment, or parts of this assessment, will need reviewing if significant changes occur.

ACTION PLAN

	Action Required	Priority	Action Taken	Date
7.2	It is recommended that the drama club is approached to confirm that the lighting units are subject to regular testing.	B		
10.2	Stage draperies require treating every 3 to 5 years to maintain their flame-retardant properties.	A		
16.2	Repairs to maintain the fire resistance of the fire doors are required. The frame on the social club connecting door should be repaired. The loose door handles for the kitchen door and main hall side door should be repairs/replaced. The hinge edge on the meeting room required adjusting so that it does not exceed 3mm.	B		
18.1	Recommendation for the emergency lighting to be extended to include the disabled toilet.	B		
19.1	Install the following signage: <ul style="list-style-type: none"> - Fire Exit Keep Clear on external side of the social club staff entrance door. - Re-fix foam extinguisher sign in social club. - Install fire action notices next to all break glass call points with the relevant information added. - All doors operated by push bars should be signed appropriately to indicate the mode of operation. 	B		
20.1	Due to the large amount of electrical equipment situated on the stage area in the main hall, it is recommended that the fire alarm system is extended to include a smoke detector within that area.	A		

REVIEW

The following table needs to be completed on an annual review of this document and to maintain it up-to-date plus to record any changes seen.

NAME	DATE	COMMENTS