

Fire Risk Assessment 2024

**Old St. Mellons
Community Council,
Old St. Mellons Village
Hall,
Newport Road,
Cardiff
CF3 5UN.**

30/04/2024

**Advice on Safety Matters
Specialising in Fire Safety**



Fire Risk Assessment & Action Plan Report

Old St Mellons Village Hall, Newport Road, Cardiff, CF3 5UN



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PART 1 INTRODUCTION

The following document is a fire risk assessment & significant findings in accordance with Article 9 of The Regulatory Reform (Fire Safety) Order 2005.

The purpose of the report is to provide an assessment of the fire risk to life in these premises. Recommendations are made to ensure compliance with legislation and to remove or reduce fire hazards and to reduce fire risks to an acceptable level. This report does not address the risk to property or business continuity from fire but by default some measures for life safety may also go some way for protection in these areas.

This fire risk assessment report does not constitute a warranty against any future results or any assurance against risk. It should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates or if a fire occurs. If a fire occurs it is advised to review this fire risk assessment.

This report represents the best judgement of the consultant involved in its preparation and in part based upon information provided by others for which it is unable to guarantee the accuracy of the information.

The fire risk assessment is completed on the basis of that the fire risk assessor has no control of the premises including any control of any management. It is considered that the responsible person(s) (as per the report) are those having control. The fire risk assessor has no control of the premises whatsoever.

It is reasonable to continue the ongoing use of the premises for its intended purpose, subject to the significant findings being actioned in a reasonable time frame.

The use of photographs within this report serves to illustrate a particular point to aide understanding and does not necessarily mean that all points have been captured in photographs and are included. The written element within the report should be considered.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

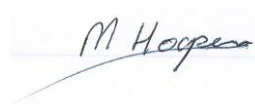
Specific Information

Responsible person (e.g. employer) or the person having control of the premises:	Owners: Old St Mellons Community Council.
Address of premises:	Old St Mellons Village Hall, Newport Road, Cardiff, CF3 5UN
Person(s) consulted:	Mr Dale Johnston
Assessor:	Michael Hooper BSc MIFireE
Report validated by:	Shaun Doyle BSc (Hons) IEng FIFireE MIFSM CMIOSH FInstLM FRACS
Date of fire risk assessment:	30/4/2024
Date of previous fire risk assessment:	19/04/2023
Suggested date for review ¹⁾ :	30/4/2025

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

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.

Fire Risk Assessor



Michael Hooper
BSc MIFireE

Validator



Shaun Doyle
BSc (Hons) IEng FIFireE MIFSM CMIOSH FInstLM FRACS

<http://www.warringtoncertification.com/fracs/individual-register.html#FRA17>



FRA 17



On behalf of;
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This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

This fire risk assessment is based on PAS 79: 2020 Fire Risk assessment - Guidance and recommended methodology. The use of this format is authorised as a purchaser of the Publicly Available Specification from British Standards institute. Further information on format and detail can be sourced from the latest publication.

GENERAL INFORMATION

A THE PREMISES

A1	Number of floors at ground floor level and above:	One storey
	Number of floors entirely below ground level:	None
	Floors on which car parking is provided:	None
A2	Approximate floor area:	500 m ²
	Approximate floor area:	m ² gross
	Approximate floor area:	m ² on ground floor
A3	Brief details of construction: Traditional brick building (part rendered) with part pitched and part flat felted roof and built in 1984. There was smaller extension / smaller hall added onto the main hall. See photograph 1	
A4	Use of premises: Community Hall	

B THE OCCUPANTS

B1	Approximate maximum number:	Up to 200 persons
B2	Approximate number of employees at any one time:	None
B3	Maximum number of members of public at any one time:	200 persons

C OCCUPANTS ESPECIALLY AT RISK FROM FIRE

C1	Sleeping occupants:	No persons
C2	Disabled occupants:	No disabled persons employed.
	Other Disabled occupants:	Disabled persons attending as customers attending hall
C3	Occupants in remote areas and lone workers:	None
C4	Young person's:	None
C5	Others:	Occasional contractor

D FIRE LOSS EXPERIENCE

- 1) No fire loss experience was experienced.
- 2) Unwanted fire alarms were within acceptable limits.

E OTHER RELEVANT INFORMATION

The building is situated in between Elgar Crescent and Newport Road, Llanrumney with the hall situated a little way off the main road.

The hall hosts a wide range of activities including Scouts, Brownies, Woman's Institute and Entertainers. The hall is also an ideal celebration venue and is available for private functions at reduced rates to the local community. Hours that the building may be in use range from daytime through the day up to Midnight.

The premises are provided with the following systems;

Fire Alarm: A fire alarm system which has automatic fire and smoke detection which appears to conform to BS 5839 Part 6 : category LD3 and is acceptable for the risk.

Emergency Lighting: Emergency lighting appears to conform to BS 5266 Part 1; (One hour system) Maintained and Non maintained.

Safe Numbers: Informed that the hall generally has a maximum of 100 persons for the main hall and 50 persons for the smaller hall. The means of escape is suitable for these numbers based on 3 exits for the main hall and a 2 exits for the smaller hall.

It is the centre for a variety of activities for community groups of all ages, and a popular venue for all kinds of events and social gatherings from Old St Mellons and outside the community.

Evacuation Mode: The evacuation mode of the building is for total or simultaneous evacuation of the building upon the activation of the fire alarm system.

The extent of this fire risk assessment is: All parts of the building are included within this Fire Risk Assessment.

F RELEVANT FIRE SAFETY LEGISLATION

F1 The following fire safety legislation applies to these premises:

1) Regulatory Reform (Fire Safety) Order 2005

F2 The above legislation is enforced by:

1) Local fire & rescue service; South Wales Fire & Rescue Service

F3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

1) Licensing Act 2003

F4 The legislation to which F3 makes reference is enforced by:

1) Local Authority Licensing Department

F5 Is there an alterations notice in force?

Yes

No

Relevant information and deficiencies observed:

F6 Comments:

The property is subject to registration with Local Authority Licensing Department so a written fire risk assessment must be available as per Article 9(6)(b).

Fire Risk Assessment Key Areas

This fire risk assessment has considered the following fire hazards and it is divided into the following parts;

Fire Hazards and there Elimination or Control

- 1 Electrical
- 2 Smoking
- 3 Arson
- 4 Portable Heaters & Heating Installation
- 5 Cooking
- 6 Lightning
- 7 Housekeeping (potential for ignition)
- 8 Hazards introduced by Outside Contractors
- 9 Dangerous Substances
- 10 Other Significant Hazards

Fire Protection Measures

- 11 Means of Escape
- 12 Fire Spread
- 13 Emergency Lighting
- 14 Fire Safe Signs and notices
- 15 Fire Warning and Detection
- 16 Manual Fire Extinguishers
- 17 Auto Fire Extinguishers
- 18 Other relevant fixed systems

Management of Fire Safety

- 19 Procedures and Arrangements
- 20 Training and Drills
- 21 Testing and Maintenance
- 22 Records

Note: the following sections uses a system of a cross with a number (X1) in a box to high light a specific issue and a note made corresponding in each section of the cream coloured box. The note in each section is advised to be considered.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1 ELECTRICAL SOURCES OF IGNITION

1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
1.2	More specifically:						
	a) Fixed installation periodically inspected and tested?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
	b) Portable appliance testing carried out?	Yes	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>	
	c) Suitable policy regarding the use of personal electrical appliances?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
	d) Suitable limitation of trailing leads and adapters?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	e) Other	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>		
1.3	<p>Comments and hazards observed:</p> <p>1) The were records supplied (Sticker on consumer unit) of testing of the electrical installation dated 08/08/2022. Next due 2027. See photograph 2.</p> <p>2) There was electrical equipment identified, PAT testing was carried out on 15/03/2024. See photograph 3.</p> <p>3) There was no personal electric equipment identified in use.</p> <p>4) There were coiled extension reels in use. See photograph 3.</p>						

2 SMOKING

2.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
2.2	More specifically:						
	a) Smoking prohibited in the building?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
	b) Smoking prohibited in appropriate areas?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	c) Suitable arrangements for those who wish to smoke?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
	d) Did the smoking policy appear to be observed at time of inspection?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>	
2.3	<p>Comments and hazards observed:</p> <p>1) There is no smoking policy which should be supported by the display of "no smoking" signs.</p>						

3 ARSON

3.1	Does basic security against arson by outsiders appear reasonable? ¹⁾	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
3.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
3.3	<p>Comments and hazards observed:</p> <p>1) Secure access and local lighting provided in the vicinity of the building.</p> <p>2) There was no fire loading seen in close proximity to the building.</p>					

1) 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.

4 PORTABLE HEATERS AND HEATING INSTALLATIONS			
4.1	Is there satisfactory control over the use of portable heaters?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.2	Are fixed heating and ventilation installations subject to regular maintenance?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4.3	Comments and hazards observed: 1) Gas central heating and hot water boiler fitted to the property. No service certificate on site.		
5 COOKING			
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	More specifically, are filters cleaned or changed	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.3	Other	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
5.4	Comments and hazards observed: 1) Gas cooker fitted in kitchen there were no records of gas safe for the cooker or for cleaning of the kitchen filters. See photograph 4.		
6 LIGHTNING			
6.1	Does the building have a lightning protection system?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.2	Comments and deficiencies observed: 1) There was no lightning conductor provided to the building. This is acceptable for a building of this height.		
7 HOUSEKEEPING			
7.1	Is the standard of housekeeping adequate?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	More specifically:		
	a) Do combustible materials appear to be separated from ignition sources?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.3	Comments and hazards observed: 1) Housekeeping was suitable at the time of assessment.		
8 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS			
8.1	Is there satisfactory control over works carried out in the building?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	More specifically:		
	a) Where appropriate, are fire safety conditions imposed on outside contractors?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	b) Where appropriate, is a permit to work system used (e.g. for 'hot work')?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	c) Are suitable precautions taken by in-house maintenance personnel who carry out works?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8.2	Comments: 1) Policy on contractors and building works in place. Informed that all work controlled by Community Council.		

9 DANGEROUS SUBSTANCES 2)

9.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?3) N/A X1 Yes No

9.2 Comments:
 1) No dangerous substances.

2) 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.

3) Small quantities with negligible impact on the appropriate fire precautions need not be taken.

10 HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

10.1 Hazards:
 1) No other hazards.

10.2 Comments and deficiencies observed:
 2) No further comment.

FIRE PROTECTION MEASURES

11	MEANS OF ESCAPE FROM FIRE				
11.1	Is the design and maintenance of the means of escape considered adequate?	Yes	<input checked="" type="checkbox"/> X1	No	<input type="checkbox"/>
11.2	More specifically:				
	a) Do staircase and exit capacities appear to be adequate for the number of occupants? 4)	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	b) Are there reasonable distance of travel?				
	• where there is escape in a single direction?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	• where there are alternative means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	c) Is there adequate provision of exits?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	d) Do fire exits open in the direction of escape, where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A	<input checked="" type="checkbox"/> X	Yes	<input type="checkbox"/>
	f) Are the arrangements provided for securing exits satisfactory?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	g) Is a suitable standard of protection designed for escape routes?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	h) Are there reasonable arrangements for means of escape for disabled people?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
11.3	Comments and deficiencies observed: 1) Means of escape for disabled persons appears acceptable as building is at ground level and has ramped access / egress. 2) The nosing's on the steps were previously highlighted but faded. 3) The path on the means of escape to the rear was covered in leaves and slippery. See photograph 5.				
11.4	Are the escape routes available for use and suitably maintained?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	More specifically:				
	a) Are fire resisting doors maintained in sound condition and self-closing, where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	b) Is the fire resisting construction protecting escape routes in sound condition? 5)	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	c) Are all escape routes clear of obstruction?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X
	d) Are all fire exits easily and immediately openable?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> X1
11.5	Comments and deficiencies observed: 1) There were draw bolts and metal security gates on the escape doors, however, there is an active policy in place which requires them to be in the open position when the building is in use.				

4) Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

5) 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.

12 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

- 12.1 It is considered that there is:
- a) compartmentation of a reasonable standard⁶⁾. Yes X1 No
 - b) reasonable limitation of linings that might promote fire spread? Yes X2 No
- 12.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? N/A X Yes No
- 12.3 Other N/A Yes X3

12.4 Comments and deficiencies observed:

1) The compartmentation appeared suitable at the time of assessment.
 2) The linings of walls appeared suitable.
 3a) The boiler and electrical equipment was not enclosed in fire resisting construction. See photograph 6.
 3b) There were holes in the wall to the loft storage area, however this was within the curtilage of the stage and was furnished with smoke detection.
 3c) It could not be verified if the curtains in the hall were treated with fire retardant spray.
 4) There were ventilation fans within the premises see photograph 7.

6) 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.
7) A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

13 EMERGENCY ESCAPE LIGHTING

- 13.1 Reasonable standard of emergency escape lighting system provided? ⁸⁾ N/A Yes X1 No

13.2 Comments and deficiencies observed:

1) Emergency lighting appears to confirm to BS 5266 Part 1; with maintained and non-maintained fittings.

8) Based on a visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

14 FIRE SAFETY SIGNS AND NOTICES

- 14.1 Is there a reasonable standard of fire safety signs and notices? Yes No X1

14.2 Comments and deficiencies observed:

1) The rear exit door was not provided with a 'Push Bar to Open' sign.

15 MEANS OF GIVING WARNING IN CASE OF FIRE

- 15.1 Is a reasonable fire detection and fire alarm system provided? N/A Yes X1 No
- 15.2 Is there remote transmission of alarm signals? N/A X Yes No
- 15.3 Is a zone plan displayed? N/A Yes X2 No

15.4 Comments and deficiencies observed:
 1) Fire alarm covered all areas of the building, except toilets. This is considered acceptable, as detection is provided immediately outside these areas.

15.5 Relevant information on false alarm experience (if known):
 3) False alarms activations appear to be within acceptable limits.

9) Based on a visual inspection, but no audibility tests or verification of full compliance with relevant British Standards carried out.

16 MANUAL FIRE EXTINGUISHING APPLIANCES

- 16.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes X1 No
- 16.2 What type(s) of appliances are provided? Portable fire extinguishers: X Hose Reels Fire Blankets
- 16.3 Are all fire extinguishing appliances readily accessible? N/A Yes X No

16.4 Comments and deficiencies observed:
 1) Fire fighting equipment provided, supported by signage, and serviced March 2024. No monthly test records available. There was a dry powder extinguisher in service. See photograph 8.

17 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 17.1 Type of system:
 1) No systems present
- 17.2 Comments:
 No further comment.

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

18 OTHER RELEVANT¹¹⁾ FIXED SYSTEMS AND EQUIPMENT

- 18.1 Type of fixed system:
 1) No other relevant fixed systems and systems were identified.
- 18.2 Comments:
 No further comment.
- 18.3 Is there suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.? N/A X Yes No
- 18.4 Comments:
 2) No high voltage luminous tube signs identified during the assessment.
- 18.5 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? N/A X Yes No
- 18.6 Comments:

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

MANAGEMENT OF FIRE SAFETY

19 PROCEDURES AND ARRANGEMENTS

19.1	Safety assistance: The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:			
	Old St Mellons Community Council.			
19.2	Fire safety at the premises is managed by: ¹²⁾ Old St Mellons Community Council and Caretaker.			
19.3	Is there a suitable record of the fire safety arrangements? Comments:	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	1) There is a fire safety policy and emergency plan in place which was considered as suitable based on fire emergency evacuation plan displayed.			
19.4	Are procedures in the event of fire appropriate and More specifically:		Yes <input checked="" type="checkbox"/> ^{X1}	No <input type="checkbox"/>
	a) Are there adequate procedures for investigating fire alarm signals?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	b) Are there suitable arrangements for summoning the fire and rescue service?		Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	e) Is there a suitable fire assembly point(s)?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^{X2}	No <input type="checkbox"/>
	Comments: 1) Fire evacuation is simultaneous evacuation on activation of the fire alarm system. Tenants / hirers to ring 999 in the event of a fire and to meet fire service when they have called them. 2) Arrangements for disabled persons appeared to be suitable.			
19.5	Are there persons nominated to use fire extinguishing appliances? Comments:	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^X	No <input type="checkbox"/>
	3) Fire fighting equipment available for persons who may be trained.			
19.6	If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? Comments:	N/A <input checked="" type="checkbox"/> ^X	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Hall used by community and hirers.			
19.7	Are there persons nominated to assist with	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> ^{X1}	No <input type="checkbox"/>

evacuation, including evacuation of disabled people?

Comments:

1) Hirers to assist disabled persons.

19.8 Is there appropriate liaison with fire and rescue service (I.e. by fire and rescue service crews visiting for familiarisation visits)? N/A Yes No

Comments:

Not considered necessary.

19.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Informed that health and safety inspections are carried out.

12) 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.

13) 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.

20 TRAINING AND DRILLS

20.1 Are all staff given adequate fire safety instruction and training? N/A Yes No X1

More specifically:

a) Are they trained on induction? N/A Yes No X

b) Are they given periodic refresher training? N/A Yes No X

c) Are they given additional training to cover any specific roles and responsibilities? N/A Yes No X

d) Is the content of training provided considered adequate? ¹⁴⁾ N/A Yes No X

Comments:

1) Information to be provided to each hire group.

20.2 Are fire drills carried out at appropriate intervals? N/A Yes No X3

Comments:

3) It appears that fire drills are not undertaken.

20.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A Yes X4 No

Comments:

4) All visitors/contractors accounted for, generally visitors are accompanied, and evacuation roll call includes list of visitors/contractors on site.

14) Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

21 TESTING AND MAINTENANCE			
21.1	Is there adequate maintenance of the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
Comments: 1) The testing and general maintenance of fire safety systems undertaken.			
21.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X1
Comments: 1) Fire Alarm: No records available.			
21.3	Are monthly and annual testing routines in place for the emergency escape lighting?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X2
Comments: 2) Emergency lighting: No records available.			
21.4	Is annual maintenance of fire extinguishing appliances undertaken?	Yes <input checked="" type="checkbox"/> X3	No <input type="checkbox"/>
Comments: 3) Fire extinguishers last tested March 2024 no record for monthly testing.			
21.5	Is periodic inspection of external escape staircases and gangways undertaken?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X
Comments:			
21.6	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.7	Are weekly and monthly testing, six monthly inspection, and annual testing undertaken of lift(s) provided for use by firefighter or evacuation of disabled people (evacuation lifts)?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.8	Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A <input checked="" type="checkbox"/> X	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
21.9	Are routine checks of final exit doors and/or security fastenings undertaken?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X4
Comments: 4) No records of testing taking place.			
21.10	Are annual inspection and test of lightning protection system undertaken?	N/A <input checked="" type="checkbox"/> X5	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments: 5) Lightning protection not provided.			
21.11	Other relevant inspections or tests: 6) Fire resisting doors: There appears to be no records available.		
21.12	Comments and deficiencies observed: The testing and maintenance of fire safety arrangements are not undertaken.		

22 RECORDS

22.1 Are there appropriate records of:

a) Fire drills?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X1
b) Fire training?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X2
c) Fire alarm tests?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X3
d) False alarms?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X4
e) Emergency escape lighting tests?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X5
f) Maintenance and testing of other fire protection systems?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> X6	No <input checked="" type="checkbox"/> X7/8

22.2 Comments:

1) Fire Drills: No annual records available.
 2) Fire Training: No training completed.
 3) Fire Alarm: See Section 21.
 4) False Alarms: None Recorded
 5) Emergency Lighting: See Section 21.
 6) Firefighting Equipment: See Section 21.
 7) Final Exit Doors: See Section 21.
 8) Fire doors: See Section 21.

FIRE RISK ASSESSMENT

1

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire Likelihood of fire		Slight harm	Moderate harm	Extreme harm
Low		Trivial risk	Tolerable risk	Moderate risk
Medium		Tolerable risk	Moderate risk	Substantial risk
High		Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low	
Medium	X
High	

2. In this context, a definition of the above terms is as follows:

Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm	
Moderate harm	X
Extreme harm	

3. In this context, a definition of the above terms is as follows:

Slight harm:	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm:	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm:	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial	
Tolerable	
Moderate	X
Substantial	
Intolerable	

Comments (General summary):

Once the specific issues are resolved this will reduce the overall risk to a tolerable level.

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

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
	Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

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

Trivial
Tolerable

X

Definition of priorities (where applicable):

Action Time Scales		
	Priority Key	Time
High Risk	1	Immediate / urgent / short term action required
Medium Risk	2	Medium term action required typically 1 month.
Low Risk	3	Longer term action required typically 6 months.
Tolerable	4	Tolerable: Typically no further works
Not applicable	5	Not applicable N/A
Advisory	A	Advisory comments

PART 3: FRA Summary & Action Plan				
Old St Mellons Village Hall, Newport Road, Cardiff, CF3 5UN		Action by	Date Action Taken	P r i o r i t y
No	Section & Detail			
1	Electrical Sources Of Ignition FRA Section 1 Summary: 1) The were records supplied (Sticker on consumer unit) of testing of the electrical installation dated 08/08/2022. Next due 2027. See photograph 2. 2) There was electrical equipment identified, PAT testing was carried out on 15/03/2024. See photograph 3. 3) There was no personal electric equipment identified in use. 4) There were coiled extension reels in use. See photograph 3.	Action by:	Date action taken:	
	Action Plan: 3) If members of staff or facility users are allowed to bring items of electrical equipment onto the premises, e.g., kettles, radios, mobile phone chargers etc, all such items need to be PAT tested in the same way as other electrical appliances on the premises. Testing should be carried out before the item is first used on the premises. A policy should be put in place and enforced regarding such items and staff made fully aware of the terms of the policy			A
	4) Electrical extension leads should be correctly / adequately rated for attached appliances. Leads and supply points should not be overloaded by use of too many appliances, including the addition of multi point adaptors or the connection of further extension leads. Electrical extension leads that are coiled should only be used fully extended.			A
2	Smoking FRA Section 2 Summary: 1) There is no smoking policy which should be supported by the display of "no smoking" signs.	Action by:	Date action taken:	
	1) It is advised to display 'No Smoking' signs at each entrance. Signs are advised to; a. Be at least A5 size (210mm X 148mm), and b. Show the international 'No Smoking' symbol at least 70mm in diameter.			3
3	Arson FRA Section 3 Summary: 1) Secure access and local lighting provided in the vicinity of the building. 2) There was no fire loading seen in close proximity to the building.	Action by:	Date action taken:	
				4
4	Portable Heaters And Heating Installations FRA Section 4 Summary: 1) Gas central heating and hot water boiler fitted to the property. No service certificate on site.	Action by:	Date action taken:	
	1) A suitably registered person should service gas boilers and other appliances powered by natural gas on an annual basis, in accordance with the manufacturer's recommendations and The Gas Safety (Installation and Use) Regulations 1998 (as amended). A certificate should be provided and a record of checks kept in a log book. A carbon monoxide alarm is advised to be provided and situated on a wall between the boiler and the areas used in the property.			3

5	Cooking FRA Section 5 Summary: 1) Gas cooker fitted in kitchen there were no records of gas safe for the cooker or for cleaning of the kitchen filters. See photograph 4.	Action by:	Date action taken:	
	Action Plan:			
	1) A suitably registered person should service gas boilers and other appliances powered by natural gas on a regular basis, in accordance with the Gas Safety (Installation and Use) Regulations 1998. A certificate should be provided and a record of checks kept in a log book. There should be regular cleaning of grease filters above the cooking ranges in the kitchen and the extraction ducting should be de-greased at suitable intervals, dependent of the amount of use. A suitable cleaning regime should be implemented balanced against the amount of cooking. Further information can be sought from TR19 document from the Heating and Ventilation Association at; http://www.ductdevil.com/TR19%20HVCA%20Internal%20Cleanliness%20of%20Ventilation%20Systems.pdf			3
6	Lightning FRA Section 6 Summary: 1) There was no lightning conductor provided to the building. This is acceptable for a building of this height.	Action by:	Date action taken:	4
7	House keeping FRA Section 7 Summary: 1) Housekeeping was suitable at the time of assessment.	Action by:	Date action taken:	4
8	Hazards Introduced By Outside Contractors And Building Works FRA Section 8 Summary: 1) Policy on contractors and building works in place. Informed that all work controlled by Community Council.	Action by:	Date action taken:	
	Action Plan:			
	There was no risk at the time. Many serious fires occur during periods of building and maintenance work. This type of activity can increase the risk of fire and therefore, needs to be carefully monitored and controlled. In the event of having contractors on site the means of escape to be protected and it is recommended that fire safety arrangements are maintained. A suitable policy is advised to be put in to operation covering contractors prior to any works being undertaken in communal areas, especially when hot works working is involved.			A
9	Dangerous Substances FRA Section 9 Summary: 1) No dangerous substances.	Action by:	Date action taken:	5

<p>10</p>	<p>Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact On General Fire Precautions FRA Section 10 Summary: 1) No other hazards. 2) No further comment.</p>	<p>Action by:</p>	<p>Date action taken:</p>	<p>5</p>
<p>11</p>	<p>Means Of Escape From Fire FRA Section 11 Summary: 1) Means of escape for disabled persons appears acceptable as building is at ground level and has ramped access / egress. 2) The nosing's on the steps were previously highlighted but faded. 3) The path on the means of escape to the rear was covered in leaves and slippery. See photograph 5.</p>	<p>Action by:</p>	<p>Date action taken:</p>	
	<p>2) It is advised to refresh the highlighting on the steps and change of levels to indicate the change of level to help prevent trips and falls on means of escape route. This is advised to be considered from time to time.</p>			<p>3</p>
	<p>3) The means of escape routes to be maintained and cleared of undergrowth and weeds etc to ensure they are not obstructed or slippery to users. (This is advised to be cleaned and removed. One tip is that algae and moss does not grow in alkali conditions).</p>			<p>3</p>
<p>12</p>	<p>Measures To Limit Fire Spread And Development FRA Section 12 Summary: 1) The compartmentation appeared suitable at the time of assessment. 2) The linings of walls appeared suitable. 3a) The boiler and electrical equipment was not enclosed in fire resisting construction. See photograph 6. 3b) There were holes in the wall to the loft storage area, however this was within the curtilage of the stage and was furnished with smoke detection. 3c) It could not be verified if the curtains in the hall were treated with fire retardant spray. 4) There were ventilation fans within the premises see photograph 7.</p> <p>Action Plan:</p>	<p>Action by:</p>	<p>Date action taken:</p>	
	<p>3a) The boiler and electrical equipment are advised to be enclosed with fire resisting materials using the existing frame. This area should not be used for the storage of combustible items. By providing the separation this will remove the potential ignition source (boiler) away from combustible materials stored, (stage scenery and stored items). Intumescent fire dampers for protection from heat are advised to be incorporated in the fire transfer grills in use on any fire resisting doors.</p>			<p>3</p>
	<p>3b) Wall and ceiling linings, curtains, drapes and other hanging textiles and stage scenery and effects should be made of fire-retardant materials or be appropriately treated with fire retardant chemicals. Textile fabrics which meet these standards include durably flame-retardant treated cotton and 100% flame-retardant polyester. 100% monocyclic is also suitable. Example of this can be sourced from: https://www.fireretardantspray.co.uk/. This is an example that a proprietary fire-retardant treatment designed to enhance their fire performance. Ensure curtains are retreated when laundered.</p>			<p>3</p>
	<p>4) Where there are ventilation small fans these can collect residues and fluff which build up making the fan work harder which in turn raises the temperature. The temperature can increase to a point of ignition and over heat the electric motor which is a potential ignition source. If these are cleaned regularly this can help prevent this from occurring and reduce the risk of a fire. A regime is advised to be put in place to clean periodically.</p>			<p>3</p>

13	<p>Emergency Escape Lighting FRA Section 13 Summary: 1) Emergency lighting appears to confirm to BS 5266 Part 1; with maintained and non-maintained fittings.</p>	Action by:	Date action taken:	4
14	<p>Fire Safety Signs And Notices FRA Section 14 Summary: 1) The rear exit door was not provided with a 'Push Bar to Open' sign.</p>	Action by:	Date action taken:	
	<p>Action Plan: 1) A sign stating "Push Bar to Open" with white block lettering of at least 50 mm high on a green background should be fitted to doors with a panic latch or panic bolt fastening. The sign should ideally be affixed immediately above the panic or operating bar if there is sufficient space for the size of lettering.</p>			3
15	<p>Means Of Giving Warning In Case Of Fire FRA Section 15 Summary: 1) Fire alarm covered all areas of the building, except toilets. This is considered acceptable, as detection is provided immediately outside these areas.</p>	Action by:	Date action taken:	4
16	<p>Manual Fire Extinguishing Appliances FRA Section 16 Summary: 1) Fire fighting equipment provided, supported by signage, and serviced March 2024. No monthly test records available. There was a dry powder extinguisher in service. See photograph 8.</p>	Action by:	Date action taken:	
	<p>Action Plan: 1) The discharge of a dry powder extinguishers within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action. A risk assessment is now advised for use. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment. See BS 5306 Part 8 2012 Paragraph 5.4.3. It is therefore advised to change dry powder extinguishers e.g. carbon dioxide extinguisher or AFFF. In a kitchen this is further compounded in activation that if discharged and there is food being prepared, all food would have to be thrown away as it will be contaminated by the dry powder.</p>			3
17	<p>Relevant Automatic Fire Extinguishing Systems FRA Section 17 Summary: 1) No systems present No further comment.</p>	Action by:	Date action taken:	4
18	<p>Other Relevant Fixed Systems And Equipment FRA Section 18 Summary: No further comment.</p>	Action by:	Date action taken:	
	<p>2) No high voltage luminous tube signs identified during the assessment.</p>			5

19	<p>Procedures And Arrangements FRA Section 19 Summary:</p> <p>1) There is a fire safety policy and emergency plan in place which was considered as suitable based on fire emergency evacuation plan displayed.</p> <p>2) Arrangements for disabled persons appeared to be suitable.</p> <p>3) Fire fighting equipment available for persons who may be trained.</p> <p>Action Plan:</p> <p>1) Where areas of a building is potentially for hire e.g. hall / function room it is crucial that where persons are temporarily responsible for the function room, possibly as a hirer, they understand that their duties include fire safety for the duration of the hire or function. They must understand the fire emergency plan/procedure so that they may put it into operation if required. Therefore it is advised on any hire form a copy of the emergency plan / fire action plan with an explanation provided, so they are aware of their responsibilities.</p> <p>In businesses such as this, it is deemed sufficient for a detailed Fire Action notices to be considered as the basis of the Fire Evacuation and Emergency Plan. Nevertheless, it is advisable for most businesses to develop a plan for the event of fire, not only to ensure that all staff escape from a fire without injury, but also to ensure that damage to the property is minimised so that the business may re-open with the minimum of down time.</p> <p>An emergency plan checklist for consideration is;</p> <ol style="list-style-type: none"> a) Fire action notice b) Fire alarm c) Evacuation procedure d) Assembly Points e) Identification of escape routes f) Firefighting equipment / resources g) Employee duties h) Evacuation for those at risk / PEEPs i) Equipment procedure in case of fire j) High Risk areas k) Calling the fire brigade l) Liaising with the fire brigade m) Employee training n) Maintenance Arrangements o) Business continuity. <p>It is recommended that the safe management of any disabled persons in the premises is actively considered and included in the fire emergency plan and training.</p> <p>All staff and regular volunteers / occupants to be able to;</p> <ul style="list-style-type: none"> • raise the alarm, • call the emergency services, • know the emergency procedures and fire exit routes from the building, • and any special procedures for vulnerable persons e.g. PEEPs. <p>It is reminded that;</p> <ul style="list-style-type: none"> • A 999 call is to be always made on a confirmed fire (even if the fire alarm is linked off site to an alarm receiving centre) and that the call is made as earliest as possible. • The senior person on site to meet the fire crews attending and provide them appropriate information on the circumstances prevailing as accurately as possible and if necessary, with information on the residents and property e.g. main gas, electrical and water and whether there are oxygen or LPG cylinders in the property for example. <p>It is reminded that the following will form the basis of action in the event of fire;</p> <p>What staff should do if they discover a fire.</p> <p>The action to be taken upon hearing the fire alarm;</p> <p>Maintaining the fire precautions.</p>	Action by:	Date action taken:	
				A
				A
				A

20	Training And Drills FRA Section 20 Summary: 1) Information to be provided to each hire group. 3) It appears that fire drills are not undertaken.	Action by:	Date action taken:	
	Action Plan:			
	1) It is recommended that regular hirers of the hall undertake a 6 monthly fire drill. Suitable training for the caretaker advised if routine maintenance is undertaken to ensure that appropriate maintenance is maintained. By way of clarification, staff need to be provided with instruction, training and information relating to the fire safety measures in the building and the procedures they should follow in the event of fire. For most employees, all that is required is basic fire awareness training. This will need to ensure that they: <ul style="list-style-type: none"> • are aware of fire hazards that might occur; • know how to prevent fires; • recognise the importance of good housekeeping; • know when and how to use any fire extinguishers present; • understand what to do if they discover a fire; • know how to escape from the premises if they encounter a fire; • are aware of how their actions might adversely affect the fire safety measures present in the building (e.g. by propping open fire doors); • are able to spot obvious deficiencies in fire safety measures (e.g. a damaged fire door) and have a suitable reporting process. 			3
	3) It is advised that a fire practice or fire drill is completed for each regular group for the community premises at least once a year but preferably twice a year. A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated or the alarm of fire raised verbally by a member of staff who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow. A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. The responsible person should determine the possible objectives of the drill such as to: <ul style="list-style-type: none"> • identify any weaknesses in the evacuation strategy; • test the procedure following any recent alteration or changes to working practices; • familiarise new members of staff and others e.g. with procedures; and • test the arrangements for disabled people. 			3
				3

21	<p>Testing And Maintenance FRA Section 21 Summary: 1) The testing and general maintenance of fire safety systems undertaken.</p> <p>1) Fire Alarm: No records available.</p> <p>2) Emergency lighting: No records available.</p> <p>3) Fire extinguishers last tested March 2024 no record for monthly testing.</p> <p>4) No records of testing taking place.</p> <p>6) Fire resisting doors: There appears to be no records available.</p> <p>Action Plan:</p> <p>1) User testing: The fire alarm system test should be carried out on a monthly basis by the testing of a different smoke detector. Fire alarm competent person to test the fire alarm on an annual basis which may be tested either on a quarterly or six-month frequency. All testing to be supported by suitable records e.g. log books.</p> <p>2) Emergency lighting: Building management are advised to carry out monthly tests (flick tests) on the emergency lighting system by simulating failure of power supplies. A record should be made of the resulting failure of any luminaries etc., and necessary repairs actioned. Emergency lighting should also be tested annually, in accordance with British Standard 5266-8, and results recorded in the fire log book. There should be additional, regular inspections of all luminaries to identify physical damage, cleaning or those not showing an illuminated battery charging light.</p> <p>3) Fire Fighting Equipment: As well as the annual service from a fire extinguisher provided; monthly checks to be accord with BS5306: Part 3 to be carried out and recorded. i.e. Visual check of: gauge pressure, (needle on green section) any damage, instruction label legibility, tamper tags in place and the extinguisher located where it should be; on brackets or in a stand. The fire fighting equipment should not to be obstructed.</p>	Action by:	Date action taken:	
				3
				3
				3
				3
				3
				3

22	Records FRA Section 22 Summary: 1) Fire Drills: No annual records available. 2) Fire Training: No training completed. 3) Fire Alarm: See Section 21. 4) False Alarms: None Recorded 5) Emergency Lighting: See Section 21. 6) Firefighting Equipment: See Section 21. 7) Final Exit Doors: See Section 21. 8) Fire doors: See Section 21.	Action by:	Date action taken:	
	Action Plan: It is advised that a dedicated fire log book is provided, in which all fire related records should be maintained including; a) fire alarm actuations, servicing and tests, (weekly and annual testing) b) emergency light tests, servicing and checks, (monthly and annual testing) c) staff fire training, (annual) d) fire evacuation drills, (six monthly preferably, annual as a minimum) e) fire extinguisher checks and tests, (monthly and annually) f) means of escape checks, (quarterly)			3

PART 4: Simple Action Plan	Old St Mellons Village Hall, Newport Road, Cardiff, CF3 5UN
<p>The following is a simple summary which can be used to inform or consult employees and / or others to satisfy the following articles or act as a simple reference list. Full details are available in the main report.</p> <ul style="list-style-type: none"> • Article 19: Provision of information to employees. • Article 20: Provision of information to employers and the self-employed from outside undertakings. • Article 41: Duty to consult employees. 	

Fire Risk Assessment completed on:

30/4/2024

Fire Risk Assessment to be reviewed by:

30/4/2025

Action point	Simple list	Priority
1) Electrical	Advice on extension reels.	3
2) Smoking	Support policy with 'No Smoking' signs	3
3) Arson	Good security & no fire loading.	4
4) Portable Heaters & Heating Installation	Gas boilers, date of service record.	3
5) Cooking	Gas safe for cookers to be provided.	3
	Filters & ductwork to be regularly cleaned.	3
6) Lightning	Lightning protection not provided.	5
7) Housekeeping (potential for ignition)	Suitable at the time of the assessment.	4
	Combustibles to be away from boilers.	A
8) Hazards introduced by Outside Contractors	Policy in place.	A
9) Dangerous Substances	No dangerous substances observed.	5
10) Other Significant Hazards	No other hazards.	5
11) Means of Escape	External routes to be cleared.	3
12) Fire Spread	Curtains to be verified as suitable.	3
	Boiler & electrical equipment to be enclosed.	3
	Items not to be stored under electrical equipment.	A
13) Emergency Lighting	Suitable provision of emergency lighting..	4
14) Fire Safe Signs and notices	Exit doors to have 'Push Bar to Open' sign.	3
15) Fire Warning and Detection	Suitable.	4
16) Manual Fire Extinguishers	Replace dry powder.	3
17) Auto Fire Extinguishers	Not applicable.	5
18) Other relevant fixed systems	Not applicable	5
19) Procedures and Arrangements	Procedures to be reviewed in conjunction with outcomes from Fire Risk Assessment.	3
20) Training and Drills	Fire Safety training to be provided for staff. Staff employed requiring awareness training. It is advised that any Hirer who hires out the hall aware of duties and undertakes a fire drill every 6 months.	3
	Fire Drills to be undertaken 6 monthly.	3
21) Testing and Maintenance	All fire safety systems are recommended to be maintained in an effective working state and maintained in accordance with the relevant British Standards.	3
22) Records	Record keeping is advised.	3

Action Time Scales		
	Priority Key	Time
High Risk	1	Immediate / urgent / short term action required
Medium Risk	2	Medium term action required typically 1 month.
Low Risk	3	Longer term action required typically 6 months.
Tolerable	4	Tolerable: Typically no further works
Not applicable	5	Not applicable N/A
Advisory	A	Advisory comments

Part 5 Photograph Report

Old St Mellons Village Hall, Newport Road, Cardiff, CF3 5UN

	Photograph 1
	Name:
	Signature
	Note: A3

<p>Location / Subject: General Remarks: Internal view of the premises.</p>	
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	Photograph 2
	Name:
	Signature
	Note: 1.3(1)

<p>Location / Subject: Electrical Remarks: Evidence of 5 yearly test suitable.</p>	4
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	<p>Photograph 3</p>
	<p>Name:</p>
	<p>Signature</p>
	<p>Note: 1.3(2)</p>

<p>Location / Subject: Electrical Remarks: Electrical appliances were PAT tested, however it is advised to fully extend extension reels when in use to prevent overheating.</p>	<p>3</p>
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	<p>Photograph 4</p>
	<p>Name:</p>
	<p>Signature</p>
	<p>Note: 5.4(1)</p>


<p>Location / Subject: Cooking Remarks: There were no records of gas safe for the cooker. There were no records of cleaning of the filters and ductwork.</p>	<p>3</p>
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	Photograph 5
	Name:
	Signature
	Note: 11.3(3)

Location / Subject: Means of Escape Remarks: To prevent slips, trips and falls in an emergency it is advised to keep the escape route clear of detritus.	3
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	Photograph 6
	Name:
	Signature
	Note: 12.4(3a)

Location / Subject: Measures to Limit Fire Spread Remarks: it is advise to complete the boiler enclosure with fire resisting materials.	3
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	Photograph 7
	Name:
	Signature
	Note: 12.4(4)
Location / Subject: Measures to Limit Fire Spread Remarks: It is advised to put in place a regime to regularly clean small fans.	3

	Photograph 8
	Name:
	Signature
	Note: 16.4(1)
Location / Subject: Means of Escape Remarks: Advise to replace the dry powder extinguisher with another type.	3

REFERENCES

Guidance in Support of Fire Safety Legislation

England and Wales

HM Government Guides to Fire Safety Risk Assessment, DCLG:

- Offices and Shops.
- Factories and Warehouses.
- Sleeping Accommodation.
- Residential Care Premises.
- Educational Premises.
- Small and Medium Places of Assembly.
- Large Places of Assembly.
- Theatres, Cinemas and Similar Premises.
- Open Air Events and Venues.
- Healthcare Premises.
- Animal Premises and Stables.
- Transport Premises and Facilities.
- Means of Escape for Disabled People.

England and Wales

Approved Document B Vol 2, 2019 edition (as amended). (England)

Approved Document B Vol 1, 2019 edition (as amended). (England)

Approved Document B Vol 2, 2016 edition (as amended) (Wales)

Approved Document B Vol 1, 2016 edition (as amended). (Wales)

Fire Safety Design and Management

BS 9991:2015. (Incorporating corrigendum No. 1.) Fire safety in the design, management and use of residential buildings. Code of practice.

BS 9999:2017. Fire safety in the design, management and use of buildings. Code of practice.

Fire Detection and Fire Alarm Systems

BS 5839-1:2017. Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.

BS 5839-6:2019. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.

BS 5839-8:2013. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and

BS 5839-9:2011. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and

Fire Extinguishing Appliances

BS 5306-1: 2006. Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.

BS 5306-3:2017. Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire

BS 5306-8:2012. Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.

BS EN 3. Portable fire extinguishers.

BS EN 671-3:2009. Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.

BS EN 1869:2019. Fire blankets.

Emergency Escape Lighting

BS 5266-1:2016. Emergency lighting - Code of practice for the emergency lighting of premises.

BS 5266-8:2004. (BS EN 50172: 2004). Emergency escape lighting systems.

BS EN 1838:2013. Lighting applications – Emergency lighting.

Fire Safety Signs

BS 5499-4:2013. Safety signs. Code of practice for escape route signing.

BS ISO 3864-1:2011. Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.

BS EN ISO 7010:2020. Graphical symbols. Safety colours and safety signs. Registered safety signs.

BS 5499-10:2014. Guidance for the selection and use of safety signs and fire safety notices.

Fixed Fire Extinguishing Systems and Equipment

BS EN 12845:2015+A1 2019. Fixed fire-fighting systems. Automatic sprinkler systems. Design, installation and maintenance.

BS 9990:2015. Non-automatic fire-fighting systems in buildings. Code of practice.

Lightning

BS EN 62305-1:2011. Protection against lightning. General principles.

BS EN 62305-2:2012. Protection against lightning. Risk management.

BS EN 62305-3:2011. Protection against lightning. Physical damage to structures and life hazard.

BS EN 62305-4:2011. Protection against lightning. Electrical and electronic systems within structures.

Miscellaneous

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