



# **Winscombe Community Centre FIRE RISK ASSESSMENT REPORT**

Address of Premise:	Winscombe Community Centre Sandford Road Winscombe Bristol BS25 1LP
Date of Report:	Approved July 2022
Author	Mike Turner
Position:	Trustee

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# Fire Risk Assessment Summary

**Winscombe Community Centre**

**Conducted on: 20 July 2022**

**By: Mike Turner**



Fire Risk Rating	Failed Items	Created Actions
<b>Low</b>	<b>0</b>	<b>7</b>
Address: Winscombe Community Centre, Sandford Road, Winscombe BS25 1LP		
Number of Failed Items		0
Details		
Number of Actions Required		7
Details		
1. Review of Smoke alarms in the youth and art shed is required		H
2. New Fire Assembly Point sign required		H
3. Replace of 'keep clear fire door' signs		H
4. Repair of Main Building fire escape ramp		H
5. Repair of Annexe fire escape ramp		M
6. Repair of emergency lighting in youth club		H
7. Replace smoke alarm in kitchen area		M
Number of Observation		0
Details		
None fire related		

## Site Conditions

This survey was carried out by **Michael Turner** and refers to the conditions that were present in at the time of the survey and although considered normal, should not be taken as embracing all of the conditions that may be found at other times.

## References

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Electrical Safety at Work Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- BS 9999 Fire Safety in the Design and Management of Buildings 2017 (Code of Practice)

# Risk Summary

This evaluation of fire risk recognises the likelihood of fire breaking out and considers the potential harm to the occupiers for **Winscombe Community Centre and the Associated Buildings** and this is considered to be a **Low** due to the number of staff working on site, the types of activities undertaken and likely sources of ignition.

## **Main Building (Building 1)**

This building has the highest risk of the centre. It contains a kitchen with a number of appliances which are used to prepare food on a regular basis including a gas oven. As the Building contains 4 bookable areas it is most likely to have the largest number of occupants at any one time across the site. At the rear of the building there is a large lockable room in which the gas boilers for the central heating are located. There is also a hot water boiler located in the store room accessible from the main corridor. In the Mawson Room there is an electrical cupboard which contains the main electrical feeds to the building. However the fuse boxes are located away from the cupboard

## **Headmasters House/ Parish Office (Building 2)**

This building mainly used by the Parish Council. It is used regularly by 2 or 3 members of the parish council staff and their visitors (which includes members of the public). However, this is only in small numbers and no large gatherings /meeting occur. The Wilf weeks room, which is an upstairs committee room, is only used as a preparation area for fund raising events and is not open to the general public to use. There is a gas boiler at the rear of the house and a number of electrical appliances

## **Annexe (Building 3)**

The Annexe is used by many different groups and the building is open plan with 2 fire doors at either end of the building. A gas boiler which provides heating and water is contained in a store room. Also in this room the main fuses and electric meters for the whole site (except for the headmasters house and garage) are located. There is a small kitchen for the preparation of hot and cold drinks.

## **Art Shed (Building 4)**

The Art Shed is rented out to an Art Class Business who have small groups on a regular basis for Art Lessons. These take place in two medium size rooms at the front of the building. A gas boiler which provides heating and water is contained gents toilets There is a small kitchen for the preparation of hot and cold drinks at the rear of the building. There are also a number of store rooms which contain painting materials and canvases

## **Youth Club (Building 5)**

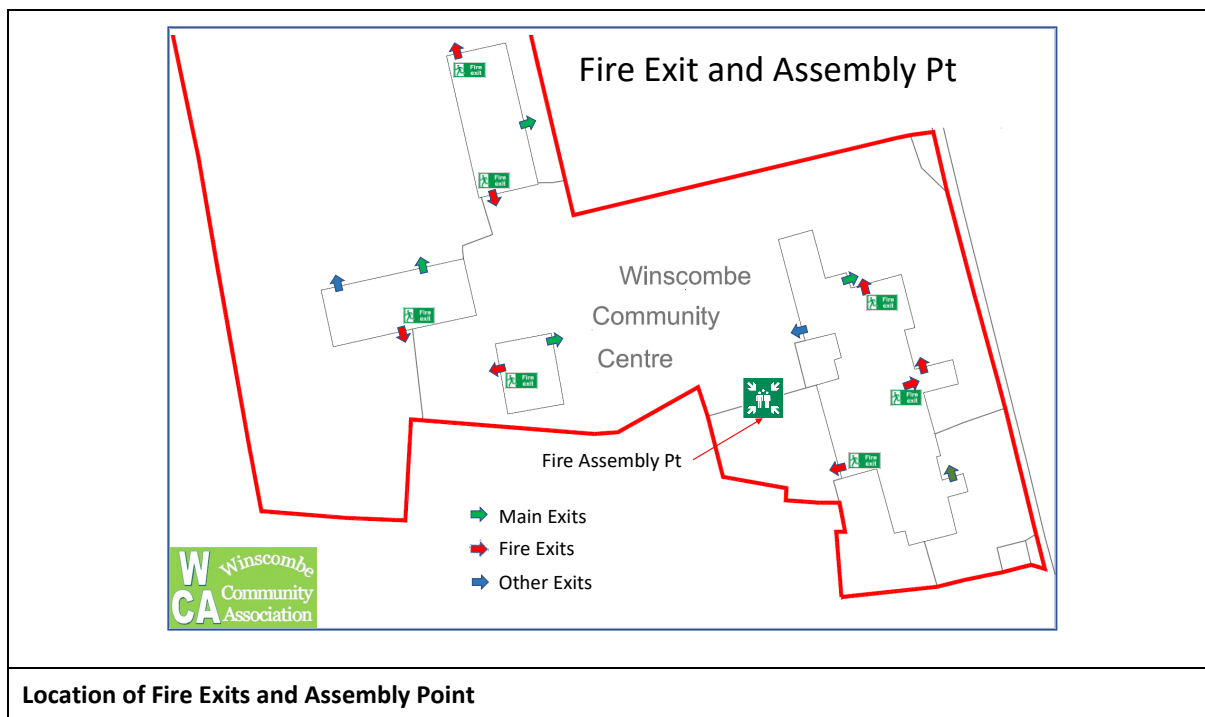
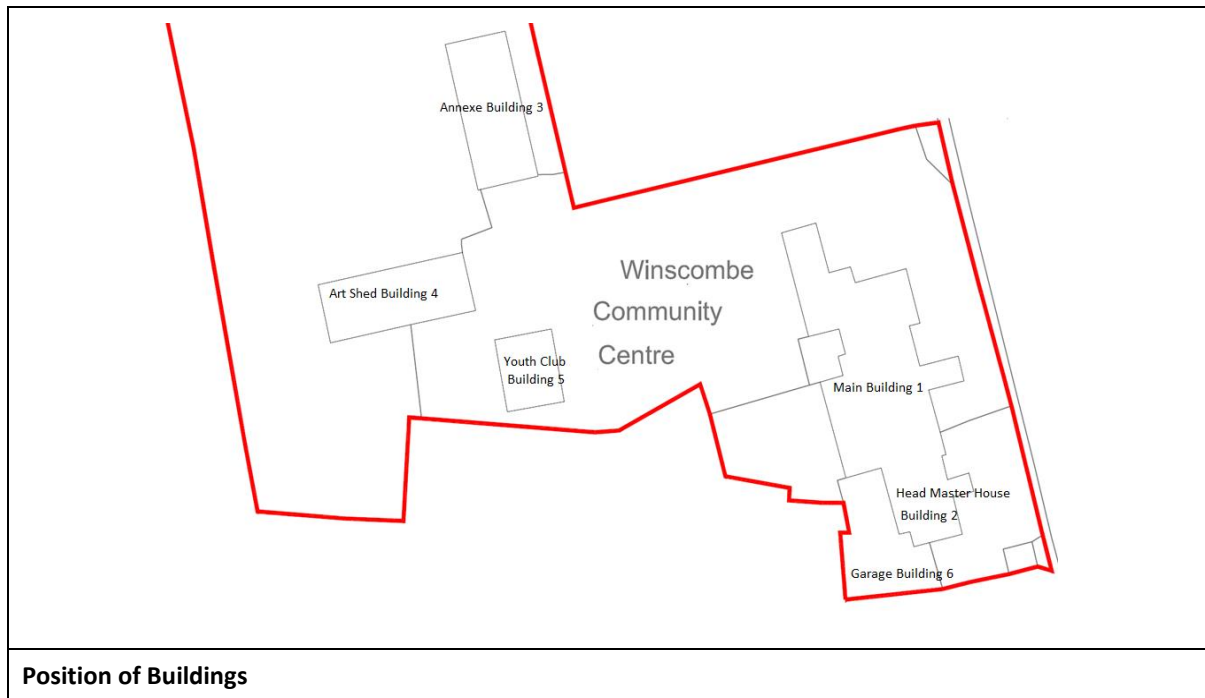
Currently this building is only used for 2 hours each week by a youth club. It is made up of an activity room a small kitchen and toilets. The kitchen contains the gas boiler which provides heating and hot water. The Fuse box is also located in this room.

## **Garage (Building 6)**

This building is used for storage which is predominantly books. There are electric socket and lighting which is provided from the Headmasters house fuse box. There is no vehicle access to this building.

# Description of the Premises

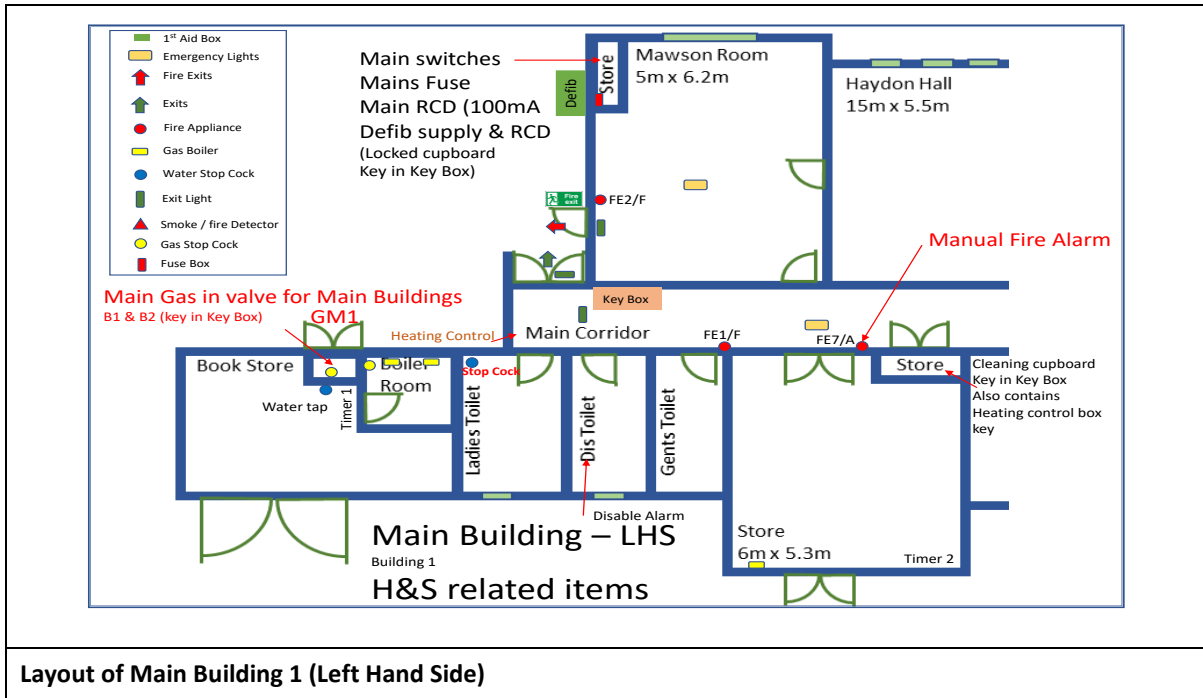
Winscombe Community Centre comprises of a number of buildings, spread across the site, these have been shown within the site plan shown below:



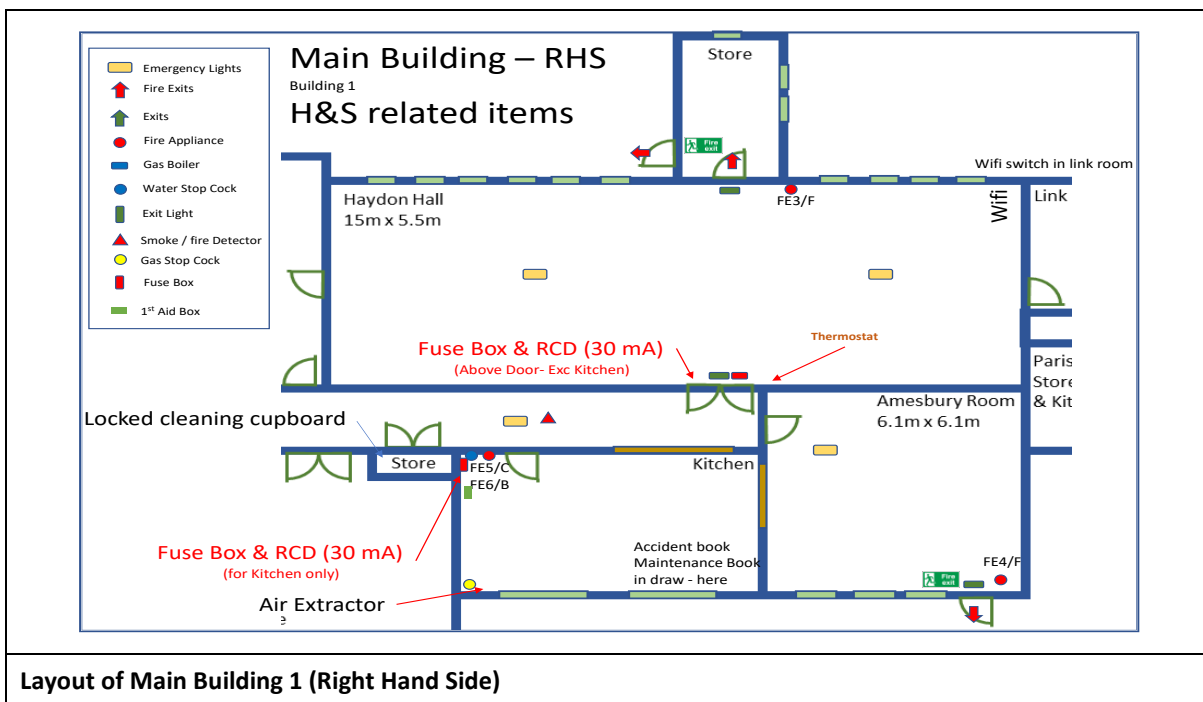
# Description of Buildings

## Main Hall – Building 1

This building is a single storey building built from quarry rock stone with brick and block walls and has a tiled roof. It consists of 3 bookable rooms, a kitchen, store rooms and toilets. The fire precautions include a battery operated fire alarm system with call points near final exit doors, fire extinguishers and smoke detection. There is emergency lighting in all the rooms, except for the toilets and ‘book store’ and boiler room. Each of the main bookable rooms are self contained with dividing stone walls between them (ie separate compartment), except for the Amesbury room which has a severing hatch between it and the kitchen. At the rear of the building there is a ‘book store’ which contains the gas boilers for the main building heating. In the Store room there is a gas boiler which provides hot water to the building.



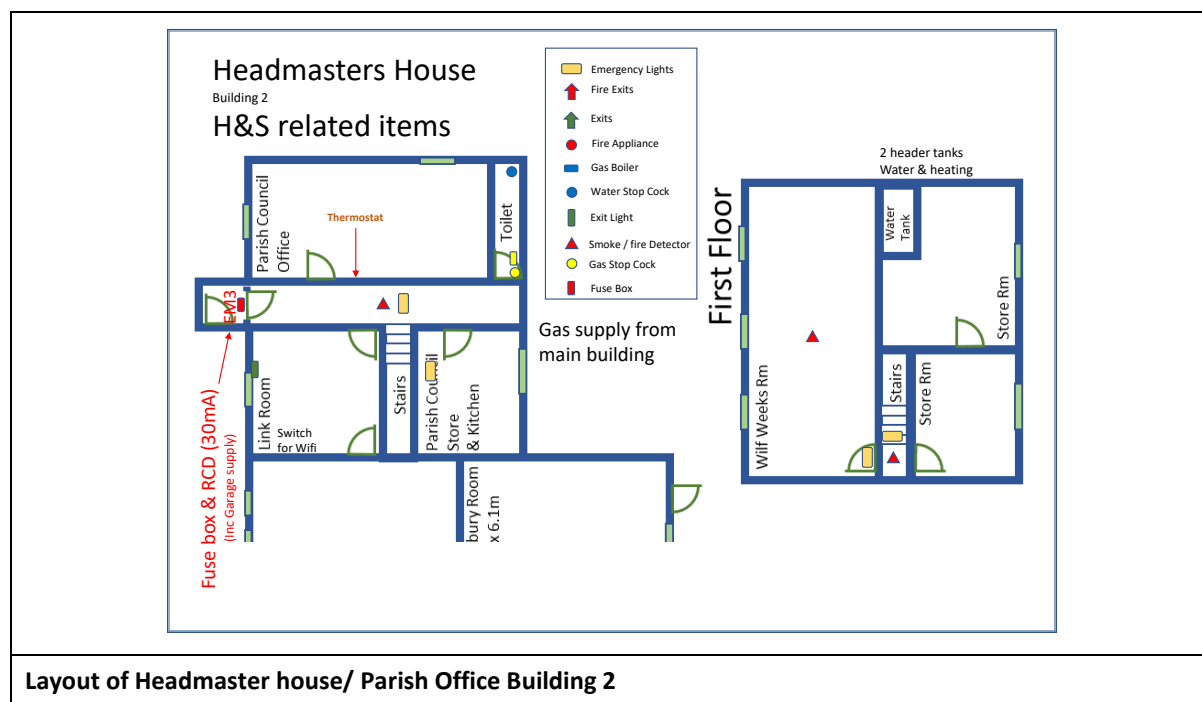
Layout of Main Building 1 (Left Hand Side)



Layout of Main Building 1 (Right Hand Side)

## Headmasters House - Building 2

This is a two storey property which the ground floor is rented to the Parish Council. The first floor is used by the Association for its own meetings and storage and is accessed by a single staircase and is not booked out to the general public. The building is built of stone with a tiled roof. Fire precautions consists of battery operated smoke and CO detectors fire extinguishers and emergency lighting. Heating is via a gas boiler located at the rear of the building. It does not contain a kitchen or any other cooking appliances. There is only one exit from the building via the front door. There is a link between the headmaster house and the main room with a dividing fire door including a glazed pane.



## Description of Outbuildings

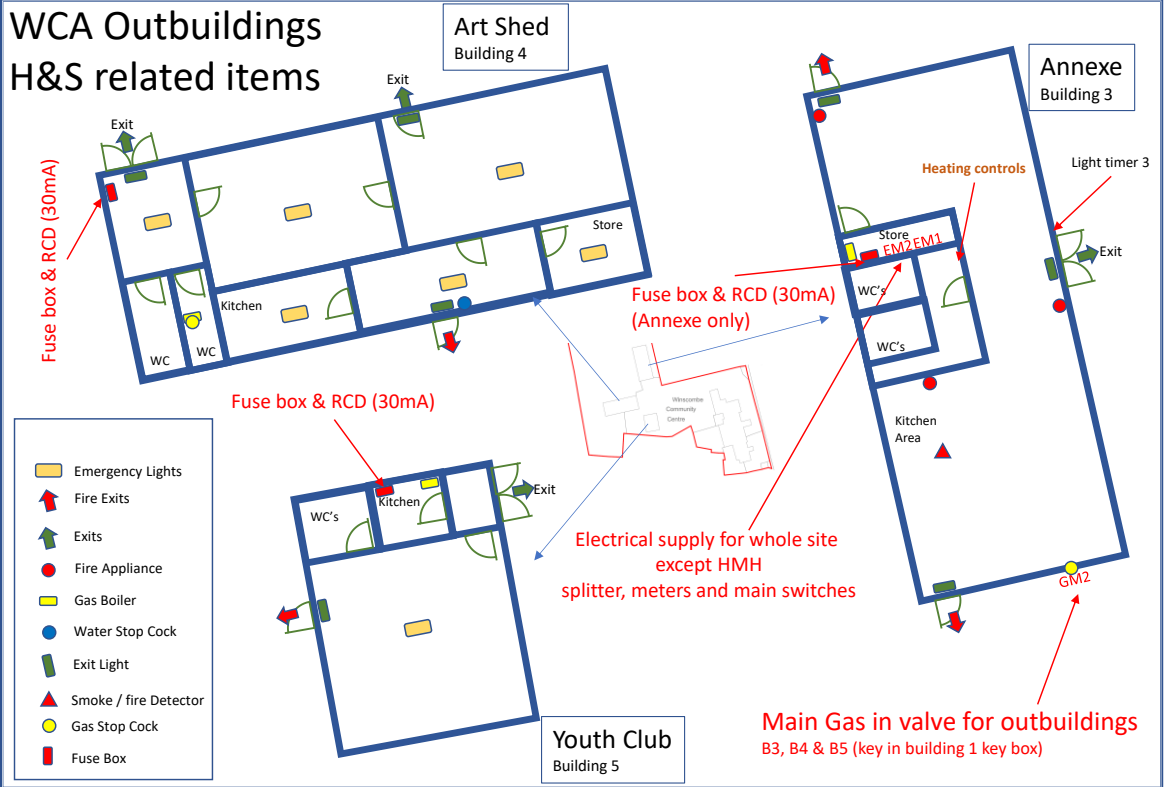
### Annexe (Building 3) and Art Shed (Building 4)

These buildings are temporary buildings placed on site during the 1970's. They are built constructed of modular sections, which are assumed to be timber framed with large glazed areas along two sides. Both contain gas boilers for central heating and kitchen areas for preparation of food but no cooking appliances. Fire precautions consists of battery operated smoke and CO detectors fire extinguishers and emergency lighting. Building 3 has two fire exits at either end of the building with Building 4 having a single exit at the rear.

### Youth Club (Building 5)

Age of this building is unknown but probably circa 1960. It is built of concrete panels with corrugated fibre concrete roof. It comprises a small kitchen, which contains a gas boiler but has no cooking appliance, an activity room and toilets. There is a fire exit from the activity room. Fire precautions consists of battery operated smoke and CO detectors fire extinguishers and emergency lighting.

# WCA Outbuildings H&S related items



**Layout of Outbuildings: Annexe Building 3, Art Shed Building 4 and Youth Club Building 5**

# Appendix A:-Risk Assessments

## 1. Assessment Checklists

Item	Consideration	Yes	No	Comment
1	Have there been any changes in use of the building which could affect the fire risk?		✓	
2	Have any new processes or operations been introduced that would increase the fire loading?		✓	
3	How many people are likely to access the building including visitors?	✓		See Appendix X, these are written into T&C
4	Are there any hidden features such as cavities, through which fire could spread?		✓	Attic inspection carried out with no through cavities. No communication between Book store and main room
5	Consider any modified structures, walls, partitions are these fire resistant?		✓	
6	Is this a share occupation site e.g. shop, hotel or offices?		✓	

### a) Sources of ignition

Item	Consideration	Yes	No	Comment
1	Does the work activity involve hot works, flammable operations e.g. welding, cooking, cutting etc...	✓		There is a kitchen which is used to provide hot meals and drinks
2	Are flammable gases or liquids used or stored onsite	✓		Natural gas is provided for the centres heating and domestic hot water.
3	What other flammable substances need to be considered?		✓	None
4	Are heat sources near any flammable materials/ substances etc.	✓		The main gas boilers are located in the book store. However these are located in a separate partition of the store a gap of 2m is provided
5	Are portable heaters used?		✓	
6	Are there multipoint adapters, or electrical concerns?	✓		These are only used on occasional basis. All appliances have been PAT tested
7	Is arson a problem or concern at this location?		✓	Centre is located in a Rural Village with no previous history of arson
8	Are there any other sources of heat, or ignition in the workplace		✓	

Notes and Additions:

None

### b) Combustible Materials

Item	Consideration	Yes	No	Comment
1	Are quantities of paper or other combustible materials stored onsite?	✓		Books are stored in the Mawson Rm, Book Store and Garage
2	Are large amounts of textiles and furniture with foam or padding used?		✓	
3	What other flammable materials need to be considered?	✓		Curtains,
4	Are walls covered in flammable materials e.g. wall paper, notice board	✓		There are no flammable wall coverings however there are a number of noticeboard particular



				in the entrance corridor. There is wood cladding contained within the roof void above the main hall. This is above the suspended ceiling of the main hall
5	Are loose papers, files or bins overflowing with waste e.g. paper waste		✓	Waste is removed from buildings on a regular basis and placed in a lockable commercial bin located at the rear of the main building
6	Looking at the walls or ceilings are flammable materials apparent?		✓	
7	Are artificial plants or foliage used or large flammable decorations present?		✓	
8	Are there any other flammable materials you need to consider?		✓	

Notes and Additions:

None

*c) Other items e.g. Liquids and Gases*

Item	Consideration	Yes	No	Comment
1	Are stocks of flammable liquids used or stored onsite?		✓	
2	Are containers of substances or other chemicals left open?		✓	General purpose cleaning materials are stored in the lockable cleaning cupboard
3	What other substances are used or kept for any other purpose?		✓	None stored on site.
4	Is gas used onsite.	✓		Heating system
5	Are cylinders or other gases present on the premises?			Natural gas is supplied to each of the building except the garage (Building 6)
6	Are aerosols used or stored onsite?		✓	
7	Are there any other forms of compressed gas, flammables, used or stored onsite		✓	
8	Is any additional fire protection needed? (Detection or Protection)	✓		Additional Smoke detectors are required for the Youth Club and Art Shed

Notes and Additions:

None

*d) Reducing the Risk*

Item	Consideration	Yes	No	Comment
1	Are permit systems or other controls required at this location?		✓	
2	Do heaters or heat sources need to be monitored or controlled?	✓		CO detectors installed and regular gas boiler servicing.
3	Are additional electrical outlets required?		✓	
4	Are records of electrical inspection, repair and maintenance up to date?	✓		Records are held in the centres H&S logbook
5	Are further actions required to reduce, remove or control ignition sources or combustible materials?		✓	

6	Does the client need to be made aware of any housekeeping issues?	✓		Make trustees aware of the need of regular tests of fire safety equipment
7	Do you need to alert the client of any other hazards or concerns?		✓	
8	Are all flammable gases, cylinders or aerosols kept in a safe condition		✓	N/A

Notes and Additions:

None

*e) Reducing the Risk*

Item	Consideration	Yes	No	Comment
1	Are fire compartments enclosed and separated by fire resistant materials? Fire Rated Doors etc...	✓		
2	Are all holes or apertures e.g. ceilings and floors fire stopped particularly around cables and pipes	✓		
3	Are escape routes clearly marked and easy to access?	✓		
4	Do hazardous items or raw materials need to be separated or kept away from each other?		✓	None present on site
5	Are there voids above or beneath the floors or ceilings?	✓		Each room is compartmentalised
6	Are there voids behind panelling or other features that could lead to fire or flames spreading?		✓	
7	Are there areas or features of the building that could allow the spread of smoke?		✓	
8	Could fire start or burn undetected for any amount of time?	✓		A fire located in the Book Store which contains the gas boilers could burn without notice. However this is separated from the main areas by brick walls and is not normally occupied. There is a fire door between the main hall and headmasters house

Notes and Additions:

None

*f) Reducing the Risk*

Item	Consideration	Yes	No	Comment
1	Do people sleep overnight at this location?		✓	
2	Are large numbers of the general public expected to access this site?	✓		Only during organised events
3	Will people be familiar with the location or is it a difficult or unfamiliar layout?		✓	The vast majority of visitors to the centre are regular visitors and familiar of the layout
4	Do people work in remote areas?	✓		The Wiff Weeks room in the headmasters house has no additional route of escape and as such it is not used as a 'bookable' room and is only used by centre personal such as Trustees and fund

				raising committee who are aware of the risk
5	Do staff work in areas where the risk of fire poses a greater hazard?	✓		Kitchen, smoke detector provided
6	Are contractors or maintenance staff clear on the hazards at this location?	✓		Cleaning staff have been inducted and users are aware of the risks of using cooking equipment
7	What other factors at this location should be considered?	✓		Stand-alone emergency lighting is provided

Notes and Additions:

None

## 2. Other Assessment Considerations

Does the location have automatic fire detection and is it arranged in such a way as to alert all occupiers and staff?

*No automated fire detection is installed at the centre. Use of battery operated fire detectors and manual operated fire alarms are considered adequate for the layout of the centre. This conclusion is reached as an ALARP condition considering the simple layout of the centre and building and the familiarity of it by the vast majority of the visitors.*

Can the sources or ignition be contained and are fire resistant materials used between compartments e.g. kitchen/ restaurant/ office/ storage and/or work areas?

*Rooms are compartmentalised with stone walls. There is a fire door between the main hall and the headmasters house. The serving hatch between the Kitchen and Amesbury room is not fire assessed, however a separate fire door is provided to this room.*

Do compartments separate or sub-divide areas and inhibit or prevent smoke spreading, preventing fire spreading through cavities and are apertures and edges closed or sealed?

*Yes, Inspection of the roof cavities carried out prior to the 1<sup>st</sup> issue of this assessment.*

Does the location have protected escape routes, and are these of a fire resistant quality?

*N/A*

Electrical appliances e.g. kettles, toasters, microwaves and refrigerators and coolers etc. all appear to be in good repair and in good working order?

*Yes*

Does the furniture, general stationary, paper storage and housekeeping appear to be clean and tidy and does it represent a fire risk as a potential fuel source?

*Yes*

Can all windows be closed and are fire doors and compartments intact reducing the source of oxygen in the event of a fire starting?

Which people are at most risk, or could find their means of escape blocked?

*Elderly and those who are less able (eg wheelchair users).*

Are there adequate amounts of firefighting equipment if a person needed to use it while trying to escape?

*Yes*

## 3. Adequacy of the Fire Provision

Ref	Description	Yes/ No	Comment
	Is the fire alarm system in working order	Yes	Smoke detectors tested
	Is the fire alarm tested regularly	Yes	Manual / Voice Alarm

	Can the fire alarm be raised without putting anyone in danger?	Yes	
	Are the fire alarm call points clearly visible	Yes	
	Are adequate numbers of fire extinguishers readily available and provided		Fire assessment carried out in 2014 by Fire brigade and number of extinguishers deemed adequate
	Do competent persons service and maintain the fire equipment	Yes	
	Is the fire equipment checked at any other time, have you seen sight of the logbook?	Yes	Records of weekly checks and periodic inspections are recorded
	Does the system have automatic fire detection and are these in working order	No	Manual / Voice Alarm
	Are there a sufficient number of escape routes	Yes	The main building has several escape routes leading directly to the outside.
	Do exit doors lead to a place of safety	Yes	Once outside persons can escape to the carpark or road.
	Is emergency lighting, escape lighting provided and does this adequately light escape routes	Yes	
	Are final exit doors locked or unlocked	Yes	There are no locks on the fire doors.
	Are there any un-expected steps or trip hazards present at or near escape routes or final exit doors	Yes	The Fire escape in the centre of the main hall has a small step down. Other routes are available for wheel chair uses.
	Are internal fire doors marked and do they close automatically	Yes	All escape routes are clearly marked
	Is there an emergency evacuation plan	Yes	Fire instructions are posted on Notice Boards

Notes and Additions:

None

#### 4. Details of Observations not up to Standard

- Fire Alarm call points need to be checked on a rotational basis weekly!
- Emergency Lighting needs to be flicked checked each month
- Fire records, inspections and testing logbooks needs to be formalised

#### 5. Fire Drills

Due to the ad-hoc nature of different groups that book and use the centre no fire drills take place. This decision has been agreed by the Trustees. To mitigate not having fire drills the Trustee have agreed to ensure that centre remains a simple layout with clear exit point marked and emergency card are clearly displayed

#### 6. Fire Records, Inspection and Testing

A logbook of Fire records, inspection and testing is maintained and located 1<sup>st</sup> aid box cupboard with the main building kitchen. This logbook is check on a monthly basis to ensure the checks are being carried out.

#### 7. Legal requirements

##### **BS5329 Fire Detection and Fire Alarm Systems and BS5266 Emergency Lighting**

##### **Weekly Routine**

The BS5329 Standard makes five detailed recommendations in respect of weekly testing by the user:

- 1) The operation of a manual call point during normal working hours
- 2) This test to be carried out at approximately the same time each week
- 3) Additional tests to be made at least once a month for any employees not usually present during the normal weekly test
- 4) In systems with multiple call points, a different 'call point' to be tested each week, so that all are eventually included in the schedule of testing over a period of time
- 5) The routine test should not normally exceed one minute, so that the occupants can distinguish between this weekly alarm and an actual fire alarm.

#### **Monthly Routine**

The Standard applies two detailed recommendations for monthly testing of the Fire Alarm by the user

- 1) If the standby power supply to the system includes an automatic started emergency generator, this should be tested monthly
- 2) If the standby power supply is provided by vented batteries, this should be visually inspected. Furthermore all vented batteries and their connections should be examined on a quarterly basis.
- 3) For Emergency Lighting BS5266 requires a monthly functionality short duration 'flick test' during which all the luminaires should be checked to ensure they are present and working correctly.

#### **Annual Inspection and Servicing**

Over and above the weekly and monthly test routines, it is important that the systems are regularly serviced and maintained in order to identify and rectify any faults, including any false alarm problems. In order to fulfil this function it is vital that maintenance, inspection and testing is carried out on a regular, scheduled basis. Emergency lighting will require a full rated duration test e.g. 3 hours must be carried out.

The results of any monthly and annual testing must be recorded and, if failures detected, these must be remedied as soon as possible.

## Appendix B: Fire Risk Assessment Action Plan

	Items requiring attention	Risk Rating H M L	Rating	Action by Date	Responsibility	Completed Date
1	Review of Smoke alarms in the youth and art shed is required	H	Action	Aug 2022	Mike Turner	
2	New Fire Assembly Point sign required	H	Action	July 2022	Mike Turner	
3	Replace of 'keep clear fire door' signs	H	Action	July 2022	Mike Turner	
4	Repair of Main Building fire escape ramp	H	Action	Aug 2022	Mike Turner	
5	Repair of Annexe fire escape ramp	M	Action	Sept 2022	Mike Turner	
6	Repair of emergency lighting in youth club	H	Action	Aug 2022	Mike Turner	
7	Replace smoke alarm in kitchen area	M	Action	Aug 2022	Mike Turner	

### Notes and Additions

None

## Appendix C: Maximum capacity calculations:

### Main Building (Building 1)

**Haydon Hall:** Stone Built Required evacuation time 2 min 30 second

Area =  $15 \times 5.5 = 82\text{m}^2$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 82

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 165

Evacuation through doors:

Assume main doors are blocked with evacuation through fire exit and through Mawson Room to its' fire exit.

Fire evacuation time 2 min 30 sec. Main fire door width > 750mm therefore number through fire door at 40 per minute = 100

Exit through Mawson room assume there are 62 in Mawson room already therefore fire evacuation time 2 min 30 sec. Main fire door width > 750mm therefore number through fire door at 40 per minute = 100 less maximum number in Mawson room = 38

#### Conclusion

*Maximum number not sitting (ie no chairs) = 138*

*Maximum number seated = 82*

**Amesbury Room:** Stone Built: required evacuation time 2 min 30 second

Area  $6.1 \times 6.1 = 37$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 37

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 74

Assume main door blocked and evacuation through fire door. Time 2 min 30 sec. Main fire door width > 750mm therefore number through fire door at 40 per minute = 100

#### Conclusion

*Maximum number not sitting (ie no chairs) = 74*

*Maximum number seated = 37*

**Mawson Room:** Stone Built evacuation time 2 min 30 second

Area  $5 \times 6.2 = 31$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 31

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 62

Assume main door blocked and evacuation through fire door. Time 2 min 30 sec. Main fire door width > 750mm therefore number through fire door at 40 per minute = 100

#### Conclusion

*Maximum number not sitting (ie no chairs) = 62*

*Maximum number seated = 31*

### **Main Building Totals Maximum capacity at a single time**

Total number for main hall with seats/tables:  $31+37+82 = 150$ , assume **150**

Total number for main hall with no seats and tables:  $62 + 74 + 138 = 274$ , assume **250**

### **Annex (Building 3): Timber Frame evacuation time 2 min**

Two fire doors although with a centre fire and all occupants in one end assume only single fire door available.

Area  $17\text{m} \times 7\text{m}$  (minus toilets and storage) =  $90\text{m}^2$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 90

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 180

As only a single door available maximum number is 80

#### **Conclusion**

*Maximum number is 80 at anytime*

### **Youth Club (Building 5): Concrete slab build, evacuation time 2 min 30 second**

Area  $6\text{m} \times 6\text{m}$  (minus toilets and storage) =  $30\text{m}^2$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 30

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 60

Fire door capacity 100

#### **Conclusion**

*Since table football and pool table present assume maximum capacity to be 30*

### **Art Shed (Building 4): Timber Frame evacuation time 2 min**

One fire door available .

Area  $17\text{m} \times 7\text{m}$  (minus toilets and storage) =  $80\text{m}^2$

Assuming chairs/tables are used use a factor of 1 persons per  $\text{m}^2$ : Maximum = 80

Assuming disco/party arrangement use a factor of 0.5 persons per  $\text{m}^2$ : Maximum = 160

As centre is a higher fire risk with more limited fire doors than annex assume half the amount

#### **Conclusion**

*Maximum number is 40 at anytime*

### **Current Terms and conditions:**



7.1.9 The Hirer shall ensure that the maximum permitted number of people shall not be exceeded in the following rooms :-

Haydon Hall : 100 people

Mawson Room : 30 People

Amesbury Room : 30 People

Haydon Hall is above the recommended however since Mawson room is below that calculated 30 compared to 62 the current T&C will remain if T&C are changed the recommend numbers will be

	Haydon Hall	Mawson	Amesbury	Overall maximum in main building at one time	Annexe	Youth Club	Art Shed
Seated	100	30	35	150	80	30	40
Standing	140	60	70	250	80	30	40

#### Headmasters House (Building 2)

This Area, which is used as office space for the Parish Council is not hired to the general public therefore no assessment of maximum capacity has not been carried out

# Action in Case of An Emergency

(Each user group should ensure that someone has a charged mobile phone for use in case of an emergency)

## Fire

### **If you find a fire:**

1. Raise the Alarm by using the manual fire alarm located in the main hall corridor or by shouting 'FIRE'.
2. Ensure everyone leaves the building by the appropriate exits and meet at the assembly point in the rear car park (See diagram).
3. Before leaving the building is safe to do so close all windows and doors
4. Contact the Fire brigade by ringing 999 or by using the public phone outside the fire brigade station 100 metre down the road (turn left out of the gate).

### **The address of the centre is**

**Winscombe community Centre  
11 Sandford Road  
Winscombe  
BS25 1JA**

5. If it is safe, does not put you at personal risk and you feel competent to do so, use the appropriate fire extinguishers to tackle the fire.
6. Check that everyone has left the building and everyone is accounted for at the assembly point.

### **If you hear the Fire Alarm or hear the word 'FIRE':**

1. Leave the building in a care manner and go to the Fire Assembly point.
2. Help any other users to evacuate the building especially if you have been identified as a 'buddy' to a young child or mobility-impaired person.
3. Nobody must re-entre the building until authorised to do so.

## Accident and illness

- First aid boxes are available in each building.
- Following any accident please complete an entry in the accident book that is in the kitchen drawer in main kitchen

The Trustees will investigate and take corrective action that is identified as being necessary to do so. Please make direct contact with the Trustees if an accident or illness required hospital treatment

## Appendix E: Fire Risk Assessment Emergency Plan

<b>WINSCOMBE COMMUNITY ASSOCIATION</b> <u>Fire Risk Assessment Emergency Plan</u>	
<b>Address</b>	11 Sandford Road, Winscombe, BS25 1JA
<b>Fire Action</b>	<ul style="list-style-type: none"> <li>• If you discover a fire, raise the alarm to alert other users</li> <li>• Ensure someone contacts the emergency services</li> <li>• State clearly the address given above when you are connected to the Fire Service</li> <li>• On hearing the alarm proceed calmly to the Assembly point in the rear car park</li> </ul>
<b>Follow up Action</b>	<ul style="list-style-type: none"> <li>• If it is safe, does not put you at personal risk and you feel competent to do so, use the appropriate fire extinguishers to tackle the fire</li> <li>• Before leaving the building and is safe to do so close all windows and doors</li> <li>• However, it is essential that you DO NOT put yourself or another person at risk in your attempts to mitigate the effects of fire</li> </ul>
<b>Evacuation Procedure</b>	<ul style="list-style-type: none"> <li>• Help any other users to evacuate the building especially if you have been identified as a 'buddy' to a young child or mobility-impaired person</li> <li>• At the assembly point check that everyone has left the building and everyone is accounted for at the assembly point</li> </ul>
<b>Assembly Point</b>	<ul style="list-style-type: none"> <li>• The assembly point for all buildings is at the rear of the main building in the car park</li> </ul>
<b>Escape Routes</b>	<ul style="list-style-type: none"> <li>• Escape routes are indicated by signage and emergency lights</li> <li>• Fire escapes must be kept clear at all times</li> </ul>
<b>Fire Fighting Equipment</b>	<ul style="list-style-type: none"> <li>• Carbon dioxide and water fire extinguishers are available in each room</li> <li>• Fire blankets are available in each kitchen area</li> </ul>
<b>High Risk Areas</b>	<ul style="list-style-type: none"> <li>• Wilf Weeks Room (Access)</li> <li>• Art Shed (materials)</li> </ul>
<b>Liaison with emergency services</b>	<ul style="list-style-type: none"> <li>• The person who made the booking will be responsible for identifying the individual(s) who should liaison with the emergency service</li> <li>• The Chair of Trustees or a Trustees should be informed of any incident that involves the emergency services</li> </ul>
<b>Date Issued</b>	12 August 2019