## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

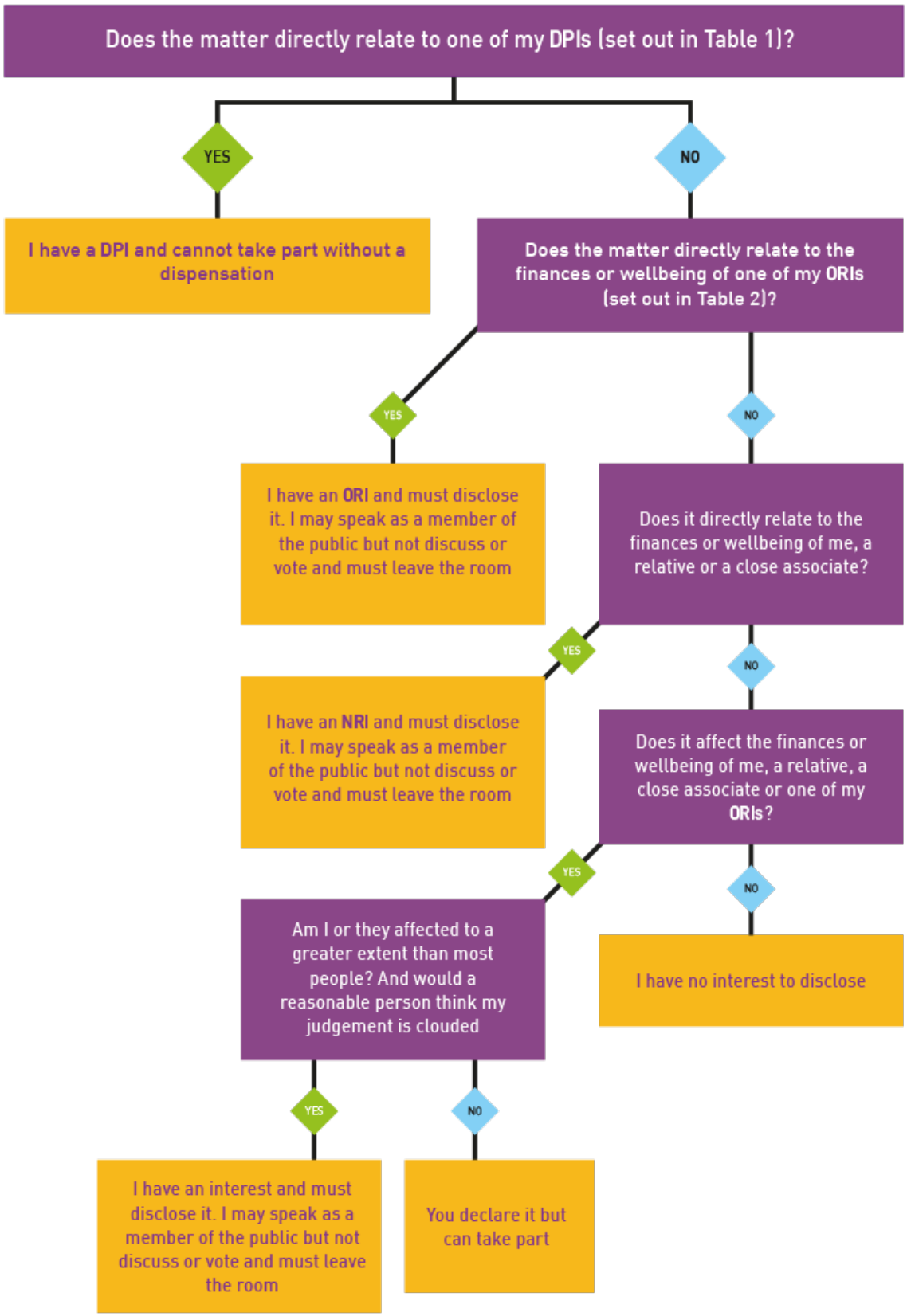


**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

| Subject | Description |
|---|---|
| **Employment, office, trade, profession or vocation** | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| **Sponsorship** | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| **Contracts** | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council<br>—<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged |
| **Land and Property** | Any beneficial interest in land which is within the area of the council.<br>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income. |
| **Licenses** | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |

| | |
|---|---|
| **Corporate tenancies** | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| **Securities** | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

HELLESDON PARISH COUNCIL

**The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB**
**Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk**

**Minutes of Hellesdon Community Centre Committee meeting**
**Monday 4th March 2024, 7pm**
**at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

DRAFT

**Present**
Cllr N. Barker
Cllr R. Forder
Cllr S. Gurney
Cllr D. Maidstone
Cllr S. Smith
Cllr B. Johnson (ex officio)

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Sage (Facilities Manager) and two members of the public.

**Welcome**

Cllr Forder welcomed all attendees to the meeting and read out the rules relating to openness and transparency.

1. **Apologies and Acceptance for Absence**
No apologies received.

2. **Declarations of Interest and Dispensations**
No declarations made.

3. **Approval of the Minutes from the Meeting of 25th October 2023**
The minutes of the committee meeting dated 25th October 2023 had been previously circulated. These were **AGREED.**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
Members of the public asked permission from the committee for the community centre to open on a Sunday. They would like a regular booking between midday and 3pm for the Church of Pentecost. After a query from Cllr Gurney, they gave a detailed description of the way the Church of Pentecost operates and what the requirements would be of Hellesdon Community Centre.

5. **To Consider Sunday Opening of Hellesdon Community Centre**
A report had been sent to members detailing the opportunities available for Sunday opening and also other considerations including staffing. Sunday opening would include one caretaking shift (7.30pm to 3.30pm) which would allow for the parks to be opened and the centre to be open from 8.30am to 3pm. Contractors

would still be required for the closing of the parks. It was **AGREED** to open on a Sunday after a proposal from Cllr Maidstone and a second from Cllr Barker. The matter will be raised to the staffing committee which will meet on 6th March.
The target date for this will be the beginning of April.

**6. Building Maintenance and Improvements**

**a) To Receive Update Report on closure of Building Works**

Subsequent to the main contractor going in to liquidation, the Parish Council is now working with the QS appointed by the liquidator to create a proposal whereby the works to the ML wooden flooring and the Alto flooring in the corridor will be remediated and paid for from the retention held by the Parish Council, and the balance being returned to the liquidator.
Disappointment was expressed that the main contractor had not remediated these areas to a satisfactory standard as part of their insurance claim.
A price had been received for the remediation of the wooden flooring and the price on the Altro flooring had been requested. Other factors to be considered as part of the claim to the liquidator would be staff time as part of the liquidation process and loss of income when remedial work is being done.

**b) To Receive Updates on WC Projects**

The macerator works to the disabled toilet have been instructed. The contractor is to return to complete the outstanding snags which are the replacement of 2 cubicle doors, the replacement of the vanity unit in the ladies (damaged by the plumber) and the reinstatement of panelling in ladies.
The project remains within budget. Retention is being held which will only be released when the snags have been completed to the satisfaction of the Project Manager.
There is still revenue money to spend before the 15th March, therefore an advertisement will be placed in the EDP to promote the centre and a facebook campaign will be initiated.

A decision on the grant application made to Broadland Council's Pride in Place Fund to improve the west toilets is expected in mid March. If successful a timeline will be obtained from the successful contractor and arranged at such time that will be of least inconvenience to the hirers of the community centre.

**c) To Consider Phase 2 of the Fire Door Replacement Project**

Phase 1 of the Fire Door Replacement Project is just about complete, with only the making good and the decoration of the frames to be completed. This has compartmentalised the community centre into 4 sections. The next phase of the project is proposed to divide the ML from the foyer. This would involve the removal of the existing double doors and installation of 2no. double fire doors. It would also involve some remedial work to the glass area of the ML. When the area was originally inspected by the fire door assessor, discussions occurred about the possibility of putting fire proof panels around the existing windows. This would also help alleviate the complaints about people observing classes from the foyer.
It was **AGREED** to seek quotes for this next phase.

**d) To Consider Installation of Permanent Mirror Ball and Associated Lighting**

Following the success of the temporary lighting scheme at the Through the Decades event, it was **AGREED** that a more permanent lighting solution would be required. This would be not only for future events, but could be of benefit to private hirers, although always under the control of the caretaking staff. This would increase the marketability of the centre.
One quote had been obtained. Cllr Smith has sought a second quote.

**e) To Consider Signage to the Front of the Community Centre**

the Clerk reported that this matter was originally discussed when the community centre was being refurbished. It was hoped that one of the contractors would pay for new lettering to the front of the community centre, which would be lit at night. On finalising the contract, a contribution of £1,500 was received, which did not cover the quote which was for £4,320 + VAT.

It was **AGREED** to seek alternative quotes based upon unlit, solid lettering but with spotlights in the soffit to highlight the lettering after dark. This could be linked to a PIR and timeclock.
The Clerk is to check whether planning permission would be required.

**f) To Consider Improved Literature Display in the Community Centre Foyer**

The literature display table often looks cluttered and takes up a lot of space in the foyer. Options were provided for alternative literature displays. It was **AGREED** that a rotating literature display at a cost of £81.96 be purchased.

**g) To Consider Donation of Some Aged Tables and Chairs to HAHA for the Hut Project**

The Clerk reported that an approach has been made for a donation of tables and chairs to the HAHA Hut. It was feasible that the community centre would have some aged furniture in the new financial year when the budget allowed the centre to purchase new tables. It was **AGREED** in principle that that 2 tables and 12 chairs could be donated, but the Clerk should check the amount required with HAHA.

**7. Legislation and Regulations**

**a) To Receive Update on Martyn's Law**

The Clerk reported that the under the most recent government proposals, the community centre would be deemed as a 'standard tier' premises under the Terrorism (Protection of Premises) Bill. The requirements for a standard tier premises are anticipated to be:

- Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).
- Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack. These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken or additional equipment purchased for the premises. These procedures that may be expected, so far as reasonably practicable, to reduce harm to the public and staff at the premises in the event of a terrorist attack. This will include procedures for:
  - Evacuation – how to get people out of the building,
  - Invacuation - how to bring people into the premises to keep them safe, or move them to safe parts of the building,
  - Lockdown - how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access, and
  - Communication - how to alert staff and customers and move people away from danger.
- There is no requirement to complete a specified form (the 'Standard Terrorism Evaluation') for Standard Tier premises or ensure that people working at the premises are given any specific training. However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

It was noted that there would be no government funding for this as there would be no expectation to physically modify the community centre. It was also uncertain as to how regulations would impact the Summer Fayre.
Discussions occurred as to the effectiveness to prevent terrorism, but some requirements would benefit the community centre as a result of more localised threats.
More information from the Home Office will be communicated to the committee when available.

**b) To Receive Report on Section 156 of the Building Safety Act 2022**

The Clerk reported that Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces.

This will be passed to the PP&R committee as it applies to all buildings operated by the Parish Council.

**8. Items for the Next Agenda**

Prices for community centre signage.
Prices for a permanent mirror ball.
Update on Sunday opening.

Cllr Gurney requested an update on the community fridge. The Clerk advised that Fareshare would be inspecting the premises on 5th March. After this the Parish Council should be able to receive distributions from local establishments. However, these distributions are likely to be on evenings and weekends so cannot be managed from the parish office. A volunteer policy and agreement is to be considered by the Community Café committee on 20th March.

The Clerk advised that the office would start to collect data on bookings refused due to non availability, as evidence of the need for an extension.

**9. To confirm the date, time and venue of next meeting**

To be confirmed

Meeting closed at 8.25pm

DRAFT



Approved……

Date……

**Hellesdon Community Centre Committee**

**14th August 2024**

**Item 5a - To Receive Updates on WC Projects**

The final account for Phase 1 of the WC refurbishment project is close to being settled. This has been delayed due to a problem with a small amount of backflow occurring within one of the ladies WCs. Repeated solutions have been tried to remediate with little success.

It has been established the pipes by the rear door and to the Caretaker's storage are becoming blocked, an issued which has not occurred prior to the refurbishment works.

The Parish Council met with the contractor, our project manager and the plumber to discuss a resolution on 8th August. Copies of drainage surveys are being studied and the contractor will return to site w/c 12th August to test some possible resolutions.

With regards to Phase 2, to refurbish the West WCs, the £20,000 grant funding from the National Lottery has been received.

A letter of intent has been sent to the successful contractor and they intent to start work in August.

A site meeting has been held with them and all sanitaryware, fixtures, fittings and ironwork are to match those installed in Phase 1.

**Meeting of Hellesdon Community Centre Committee**

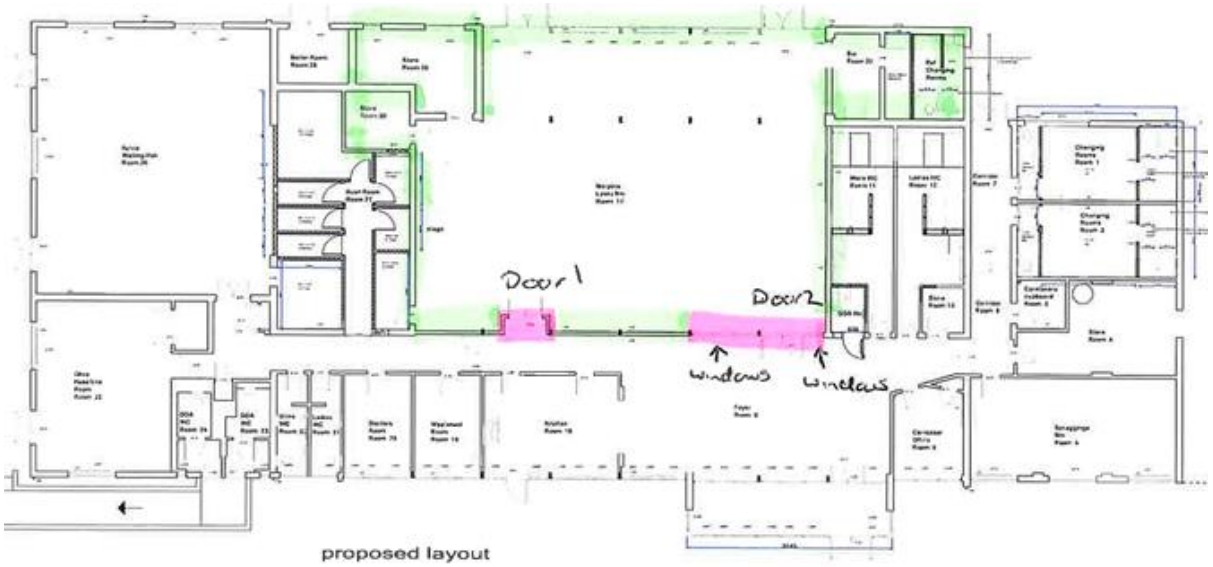
**14th August 2024**

**Item 5c - To Receive Prices for Phase 2 of Fire Door Replacement Project and Appoint Contractor**

As part of the rolling fire door replacement project, £5,000 was budgeted to progress with the fire door replacement project, after a report in 2022 revealed that all fire doors in the community centre would fail on the ability to hold back fire to allow for sufficient escape time.

In 2023 phase 1 was completed to allow for the community centre to be compartmentalised into 4 areas. Phase 2 will focus upon the Marjorie Lewis room, the specification being below:

*Phase 2 of the fire door replacement involves the compartmentalisation of the Marjorie Lewis hall and its associated store rooms (highlighted in green) from the rest of the building, by replacing 2no. double doors between the Marjorie Lewis hall and the foyer and remediating the windows and panels in the same location, which currently offer no fire protection. These are highlighted in pink on the below plan:*




**Door 1**

*Please note that this door is no longer in an alcove, as per the above plans.*

***Work required***

- *Removal of existing double doors and replace with double FD30 fire door with vision panels. To match newly installed fire doors within the community centre.*
- *Dor guards to be installed, set up and commissioned on both doors.*
- *Doors are to be lockable with a thumb turn on the inside of the door. Shoot bolts to also be installed on the inside of the door, with the matching entrance for the extended bolt.*

*Current doors are approx. 75cm each wide and 223cm high (to be accurately measured by contractor).*

**Door 2 + windows and panelling**

***Work Required***

- *Removal of existing doors and replace with double FD30 fire door with vision panels. To match newly installed fire doors within the community centre.*
- *Dor guards installed, set up and commissioned on both new doors.*
- *Leaving glass windows and wooden panelling in tact, install 15mm taper edged fire retardant plasterboard to each side. The framework for the new panels is to have noggins built within the frame, at a height to be agreed with the Hellesdon Parish Council Facilities Manager, so as to allow pictures to be hung upon completion of the works.*
- *Skim up taper and decorate to match existing walls.*
- *3 inch chamfered skirting boards (wood) to be installed to the inside of panelling to match existing skirting*
- *Scotia pine decorative edging trim to be installed on the outside of panelling to match existing in the M/L hall.*
- *Doors are to be lockable with a thumb turn on the inside of the door. Shoot bolts to also be installed on the inside of the door, with the matching entrance for the extended bolt.*

*Existing doors are approximately 90cm in width each. The windows and panelling to the left of the existing door measure approximately 295cm. The windows and panelling to the right of the existing door measure approximately 112cm. Height is approximately 235cm. (to be accurately measured by contractor).*

*Prices are to include all aspects of creating an effective fire door compartmentalisation. This will include,:*

1. *Supply and installation of fire doors and all required frames and ironmongery.*
2. *Commissioning to confirm compartmentalisation of Marjorie Lewis Room*
3. *Making good any building work and removal of waste*
4. *Decoration of architrave and skirting boards in white gloss.*
5. *Making good of any damage to flooring*

This project will have a dual purpose. Firstly it was compartmentalise this room with FD30S doors which will hold back fire and smoke for 30 minutes, allowing sufficient time for evacuation. Secondly, it will remove the transparency of the windows, which is an often complained about feature of the ML room.

The project was placed on contracts finder to ensure openness and transparency of the project. Local contractors were also directly approached. The results were as follows:

| Contractor No. | Price | Comments | Location |
|---|---|---|---|
| 1 | £11,442.95 | | NR1 |
| 2 | £12,496.52 | | B49 |
| 3 | £12,125.00 | | CR3 |
| 4 | £13,499.99 | | SS13 |
| 5 | £11,550.46 | | NR10 |
| 6 | £13,520.00 | | NR6 |
| 7 | £9,141.17 | This quote was done without a site visit. Contractor invited, and | IP27 |

| | | | |
|---|---|---|---|
| | | subsequently attended site, but not feedback received | |
| 8 | £10,611.72 | Have made further enquiries about a site visit. | CB24 |

All amounts are above the £5,000 budgeted. The earmarked reserves have been reviewed and there is currently £7,739.68 in the Community Centre Contingency (EMR 329). Having reviewed this, this figure should read £12,739.68 (as presented to the council under the reserves review as part of the budget). The error has occurred when £8,000 was transferred out to cover P1 of the fire door replacement project, when only £3,000 should have been transfer from EMR as £5,000 had been budgeted for in the precept. This means that free reserves are currently over by £5,000. It is therefore recommended that £5,000 is taken from this years' budget. £5,000 from free reserves, and any further balance taken from EMR 329.

**Hellesdon Community Centre Committee**

**14th August 2024**

**Item 5c Flooring Project in Hellesdon Community Centre**

As part of the settlement with liquidator for Melton Builders, an amount was accounted for, for the repair of the Altro flooring in the foyer, corridor and outside toilets. This was negotiated between the loss adjuster and our project manager, but unfortunately this was never going to extend to a full replacement project, only repairs in the damaged area.

The amount negotiated for the repair was £2,939.00

This can be actioned, however members could give consideration as to whether the negotiated amount should be used in part payment towards a full replacement. The salmon coloured flooring is no longer available. Repairs have been made to this flooring but a different colour has had to be used, and a border created to try to make the change of colour look deliberate. With the repairs that are now required, this will be more difficult and is likely to look like a poor patchwork repair. Therefore quotes have been obtained to replace all the Altro flooring in the foyer, corridors and outside toilets. This will still in a safety, non slip flooring designed for high wear areas.

The quotes received are as follows:

| Contractor Number | Price | Contractor Location |
|---|---|---|
| 1 – Gerflor Tarasafe (foyer and corridor) **OR** | £6,604 | NR13<br><br>Total project £8,713 (or £9,062) |
| 1 – Polyfloor Forest FX (wood effect) (foyer and corridor) | £6,953 | |
| 1 – Altro Walkway (outside toilets) | £2,109 | |
| | | |
| 2 – Altro Walkway (foyer and corridor) **OR** | £7,124 | NR3<br><br>Total project £8,454 (or £9,550) |
| 2 – Altro Walkway Wood (foyer and corridor) | £8,220 | |
| 2 – Altro Walkway (outside toilets) | £1,330 | |
| | | |
| 3 – Altro Walkway (foyer and corridor) **OR** | £6,861.17 | NR10<br><br>Total project £8,098.53 (or £7,489.13) |
| 3- Gerflor Tarasafe (foyer and corridor) | £6,251.77 | |
| 3 - Altro Walkway (outside toilets) | £1,237.36 | |
| | | |

From a cost perspective, the best value is contractor 3 (based in Spixworth) for the Gerflor Tarasafe flooring in the foyer and corridors and the Altro walkway in the outside toilets. The total cost for this is £7,489.13

As part of the general reserves calculation we set aside a worst case scenario payment for Melton Builders of £22,555.77 to settle. After a great deal of negotiation the final settlement figure was 10,639.92, leaving an extra £11,915.85 in free reserves. Of this, £2,085.00 has been allocated to the urgent remediation of the ML flooring, leaving a balance of £9,830.85, which would cover a complete refurbishment.

The florring work should only be done the P2 WC refurbishment and the works to ML Fire doors to reduce the risk of the new flooring being damaged.

**Hellesdon Community Centre Committee**

**14th August 2024**

**Item 5d Signage Project for Hellesdon Community Centre**

As part of the final settlement for the M&E contract for the community centre, the final invoice was reduced by £1,500 to allow for Hellesdon Parish Council to pay for signage for the community centre. It was originally hoped that the contribution to signage would be greater as individually lit letters were being sought, but with a reduced contribution non-lit letters illuminated by a trough light or spot lights is now the better options. The trough light option is better for maintenance. Three quotes have been sought and have been received as follows:

Contractor 1 (location NR3)

Aluminium Built Up Letters constructed with a 2mm face welded and bonded to a 1.5mm x 35mm return. Supplied with 10mm White Foamex rear letter.

To Read:

HELLESDON COMMUNITY CENTRE

Overall size - 5112mm x 903mm high.

Powder Coated to:- RAL 9017 Traffic Black – Satin (65% gloss): Face, returns & screws

No Illumination (to be arranged by Hellesdon Parish Council)

Signage cost £2,890.00, installation cost £620

TOTAL £3,510

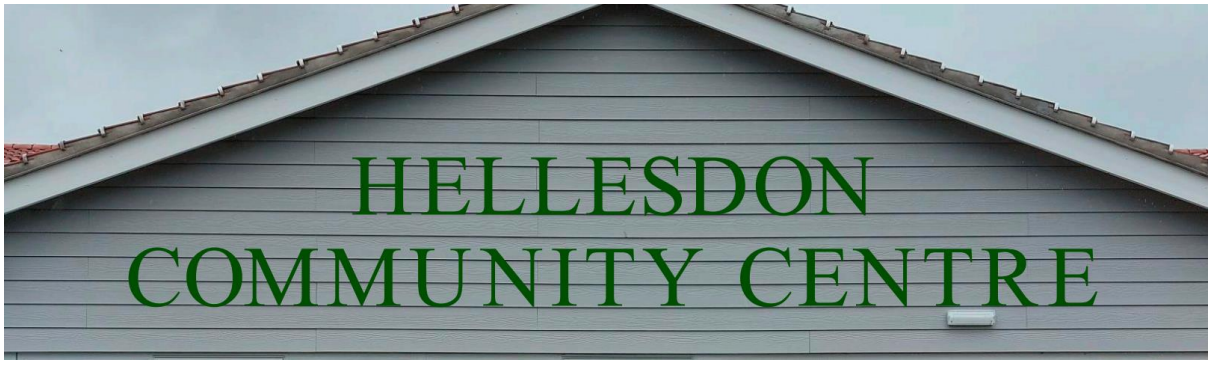
Contractor 2 (location NR6)

To supply and install raised off letters with dark green vinyl applied to the face.

£590.00 + vat

For illumination led strip lights would be best but much more expensive probably more that the complete sign itself. A more cost effective way would be the spot lights, to supply and install 6 x Spotlights would be around £460.00+ vat depending on the type of spots needed. This is just a guide.

Example:




Contractor 3 (location NR7)

1No. set of 300mm high acrylic letters with green vinyl to the face and stud fixings on rear £495.00

1No. 5000mm long white powder coated trough light 595.00

1No. Installation of above sign and light £195.00

£1,285

Example:

**Meeting of Hellesdon Community Centre Committee**

**14th August 2024**

**Item 5e - To Consider Installation of Permanent Mirror Ball and Associated Lighting**

Further to the successful 'Through the Decades' event, consideration is being given to the reinstatement of a permanent mirror ball and lighting system in the ML room. The following quote has been obtained:

| Description | Quantity | Unit price | Amount |
|---|---|---|---|
| Air Steam Bridge DMX | 1 | £340.00 | £340.00 |
| Apple IPad Air, 16GB, Wifi, 9.7 in LCD (White with Silver) (Renewed) | 1 | £170.00 | £170.00 |
| Mirror Balls - 50cm (20") MIRR04 | 1 | £85.00 | £85.00 |
| Mirror Ball Rotators - 1 RPM up to 50cm MIRR09 | 1 | £45.00 | £45.00 |
| Safety Bond - 500mm 2mm Soft Loop 25kg GL0072 | 3 | £6.00 | £18.00 |
| Fusion 100 Spot MKII - White EQLED069A | 2 | £330.00 | £660.00 |
| Half Couplers Narrow HEX Head Bolt - Silver GL3037 | 2 | £12.00 | £24.00 |
| 3-Pin Male XLR - 3-Pin Female XLR DMX Cable - 30m CABL180 | 1 | £30.00 | £30.00 |
| 3-Pin Male XLR - 3-Pin Female XLR DMX Cable - 1.5m CABL178 | 1 | £5.00 | £5.00 |
| Installation & Programming 1 Day | 1 | £150.00 | £150.00 |
| | | **Net** | £1,527.00 |
| | | **VAT** | £305.40 |
| | | **Total** | £1,832.40 |

In addition to this, the following fixings etc would be required:

Company CEF Barker St .

8 x M10 BZP Long spring Channel Nut's £0-58 each inc Vat = £4-64.

4 x M10 Hexagon Head Set Screws BZP £0-68 Inc Vat = £2-72.

4 x M10 Niglon Hole Flat Square Plate £0-66 Inc Vat = £2-64.

4 x Britclips HFL2-M10 Heavy Duty beam clamp £5-24 = £20.96.

Company B&Q

1pk 10 M10-10mm Form G washers A2304 Din902 £4-93 Inc Vat.

1 x M10 x 1mt Fixing rod FORRODIOM £5-08 Inc Vat.

1pk M10 Nyloc Nuts £8-58 Inc Vat.

A subsequent quote was requested from Viking, but they are not able to assist.

**Meeting of Hellesdon Community Centre Committee**

**14th August 2024**

**Item 5f - To Receive Report into Defective Kitchen Door**

The first kitchen door exiting into the corridor has been problematic for some time and in March it failed to open. The facilities team finally managed to get it open and repaired it.

Two weeks ago the door one again ceased to open. The hinges have become loose and it transpires that it has been subject to so many temporary repairs, new screw holes cannot be drilled into it. The door itself has become warped, likely as a result of excess moisture.

The kitchen is currently coping with just the one door, but this will require replacement. Subject to the secondary door coping, quotes can be obtained to put the funds in next year's budget, along with the door which leads to the food store area (previously the disabled WC door) which is currently problematic as well.

**Meeting of Hellesdon Community Centre Committee**

**14th August 2024**

**Item 6 To Consider Sale of Unused Chairs**

The Community Centre has ample black fabric chairs for all rooms. It is also in possession of appropriately 175 green / gold banqueting chairs which previously belonged to the Executive Committee.

These have been stored for 10 years and are now taking up valuable storage space for the community centre. They are in good condition and would make an asset to other community buildings as they are very comfortable, arguably more than the black ones. It is recommended that one of the following is done:

1) Sell the old green / gold banqueting chairs
2) Move the green/gold chairs for use in the community centre, and sell a portion of the black chairs.

We have no use for the amount of chairs that both sets give us

# FIRE RISK ASSESSMENT REPORT

## Regulatory Reform (Fire Safety) Order 2005

Eastern Security Systems LTD Company Registration. Number: 12328548

Unit 2, Oak Tree Business Park, Basey Road, Rackheath Industrial Estate, Rackheath, Norwich, NR13 6PZ

Tel No. 01603 932300 Email address: enquiries@easternss.co.uk

# FIRE RISK ASSESSMENT REPORT

**Client or person having control of the premises:**

**Hellesdon Parish Council**

**Address of premises:**

**Community Centre, Wood View Road, Hellesdon, Norwich, NR6 5QB**

**Responsible Person (Duty Holder)**

**Hellesdon Parish Council**

**Competent person appointed by the responsible person:**

**Faye Lebon**

**Person(s) consulted:**

**Faye Lebon**

**Assessor:**

**Jason Barber**

**Date of fire risk assessment:**

**15th May 2024**

**Date of previous fire risk assessment:**

**7th June 2019**

**Suggested date for review:**

**15th May 2025**

**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 significant change in the maters to which it relates, or if a fire occurs.**

**Fire Safety Audit Undertaken by:**

**Eastern Security Systems LTD**

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|---|---|
| | Introduction and Assessment Summary |
| | General Information regarding the premises |
| 1. | Sources of Ignition |
| 2. | Sources of Fuel and Oxygen |
| 3. | Measures to Limit Fire Spread and Development |
| 4. | Means of Escape |
| 5. | Fire Safety Measures |
| 6. | Fire Safety Management |
| 7. | Action Plan (Significant Findings) & Photographs |
| 8. | Terms and Definitions |


## Statement:

'It is the policy of **Hellesdon Parish Council** to protect all persons including employees, visitors, contractors, pupils and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment and systems of work for all employees, pupils and to provide such information, training and supervision as they need for this purpose.'

We will ensure that in place is suitable and sufficient arrangements to measure the performance of current fire safety measures and ensure that reviews are completed to comply with current legislative standards.

# INTRODUCTION

The purpose of this document is to provide an assessment of the risk to **life Safety** from fire in these premises, and, where appropriate, to make recommendations to improve the fire safety measures. Secondary benefits for mitigating damage to property by fire are also included, but no guarantee can be given that a fire will not occur. This report is based upon subjective observations noted at the time of the audit and is measured against both good practice and recommended guidance.

Omission of any statement does not necessarily mean that those standards were satisfactory during this time but that observations may not have been made, or information/access provided.

The report is based in part on information provided by others during the audit.

No liability whatsoever is accepted for the accuracy of such information.

**ESS Ltd** has no control over the premises audited, no control over business compliance with any procedures that we recommend and no control over staffing levels or any other factor that might affect the efficiency of any fire safety management system.

The responsibility for the fire safety of the premise's rests with Hellesdon Parish Council.

The report constitutes neither a warranty of future results by **ESS Ltd** nor an assurance against the risk.

Non-invasive inspections only were undertaken within the premises/equipment.

Not all fire safety related points noted might be recorded, often only examples are given to highlight types of risk.

The GOV.UK web site www.gov.uk/dclg is a source of further information that may be accessed free of charge.

This document contains a Fire Safety Assessment report, which covers a number of established headings. Information on potential control measures may be included even when standards are accepted to act as a reference guide and to assist in the understanding of the reasoning behind comments made.

This is a living document which guides rectification and upgrade works as part of the planned preventative maintenance regime on the site. It also serves to facilitate upgrade/improvement works appertaining to fire related matters which will be part of a strategic development plan for the site. Information for the completion of this assessment was obtained by visual inspection of the work areas, inspection of records and drawings (where available) and discussions with employees where required. Please note that the fire alarm, detection and emergency lighting system have been visual inspected only and that no destructive or intrusive tests have been carried out.

**Competent Person.** The Competent Person in relation to the survey underpinning this fire risk assessment and the author of this report is Jason Barber, Fire Risk Assessor.
**Responsible Person.** The Responsible Person as defined under the RRO in relation to all premises is considered to be Hellesdon Parish Council.
**Executive Summary**. A full fire safety audit of all buildings on the site was undertaken. The premises continue to maintain full compliance with fire safety legislation. The fire safety management at the site serves to enhance the resilience of the premises on the site to fire on a continual basis, and as part of the organisation's longer-term plan. Fire safety arrangements for the premises are in compliance with the Regulatory Reform (Fire Safety) Order 2005.

**Fire Scenarios**. The most likely scenarios of a fire occurring in the premise are:

- Arson as a consequence of trespass.
- Arson by a reckless disgruntled member of staff or public.
- Electrical fault/overheating within fixed wiring on site.
- Electrical fault/overheating within portable electrical equipment.
- Ignition of combustible material during/following maintenance work.
- Ignition of combustible material from use of open fire, naked flames.

While this list is not exhaustive it should serve to give focus to the issue of a fire occurring and consequently preventative measures as cited in this document complimented by control measures within specific risk assessments relating to the premise's activities should be implemented at all times.

There are two sections in the matrix:

A. The chance of a fire starting **(Probability of Ignition)** is classed as:

1. Low
2. Medium
3. High

B. The risk that it poses to relevant persons **(Potential consequences for life safety)** is classed as:

1. Slight Harm
2. Moderate Harm
3. Extreme Harm

Depending on where the **Probability of Ignition** and **potential consequences** lines meet will indicate the subjective assessment of the audit.

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

| **Probability of Ignition** | **Potential consequences for life safety** | | |
|---|---|---|---|
| | **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 the fire safety audit, it is my considered opinion that the hazard from fire (probability of ignition) within these premises is:

## Medium

Taking into account the nature of the premises, the occupants, as well as the fire protection and procedural arrangements observed during the fire safety audit; it is my considered opinion that the consequences for life safety in the event of fire would be:

## Slight Harm

Accordingly, the overall risk assessment of the premises is deemed to be a:

## Tolerable Risk

| Risk Level | Action and Timescale |
|---|---|
| Trivial | No action is required, and no detailed records need to be kept. |
| Tolerable | No major additional controls required. However, there might be a need for improvement 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.<br><br>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. |

In this context, a definition of the terms used in the matrix 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 the 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.

**Light 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.

NB. Before any work or alterations to the premises are undertaken, all interested legislative organisations should be consulted and informed of your intentions.

All standards quoted are subject to change and therefore should be checked before committing yourself to any alterations. If as a result of an inspection by the enforcing authority you have been given advice that does not comply with current Government fire safety guides it is advised that you ask for any deviation to be confirmed in writing.

**Action Recommended**

In general, a suitable risk-based Action Plan involved effort and urgency that is proportional to the risks identified should be considered following completion of the fire risk assessment.

The risk assessment result is based on the situation found to be present at the time of the audit and is based on the subjective professional opinion of the author.

To reduce the risk to persons and the property from the effects of a fire, it is recommended that you implement the significant findings listed within the Action Plan.

**Fire Risk Assessment Review**

The fire risk assessment and fire safety measures (including procedures) must be reviewed on a regular basis. Normal guidance suggests that this should be annually unless there is another trigger which may require a review to be undertaken sooner.

Reasons that may cause a review to take place sooner are:

- Incidents, such as a fire or even a near miss
- Incidents by third parties
- Changes are proposed or made to a workplace process/activities/substances and materials
- Physical/structural changes to a workplace
- Changes in number of types of relevant persons (young persons, those with disabilities) in the workplace

If an amendment to legislation or new legislation is made, the fire risk assessment may need to be reviewed to ensure compliance.

**Legislation**

The main Relevant Statutory Provisions and or guidance documents that may be applicable to the various sections of this Fire Risk Assessment are:

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

The Health and Safety (Safety Signs and Signals) Regulations 1996.

Equality Act 2010.

BS 5839 –1: 2017 Fire detection and fire alarm systems for buildings.

BS 5266 – 1: 2016 Emergency lighting.

Building Regulations &c. (Amendment) Regulations 2016.

BS 9999 – 2017 Fire safety in the design, management and use of buildings.

BS 7671:2008+A3:2015 Requirements for Electrical Installations. IET Wiring Regulations.

BS EN3-10:2009 Portable fire extinguishers.

BS5306-3:2017 Annex A & B Fire extinguishing installations and equipment on premises.

# FIRE SAFETY AUDIT

**Regulatory Reform (Fire Safety) Order 2005**

| | |
|---|---|
| **General Information**<br>The premises | |
| Maximum number of floors in the building:<br>Number of staircases: | One.<br>N/A |
| Brief details of construction, layout, including any areas that were not accessed.<br><br>Evacuation policy for the premises: | The premises being assessed is predominantly constructed brick, with internal walls being solid block walls and plasterboard. The premises consist of two kitchens, toilets, plant room, changing rooms, various function and meeting rooms, main hall, bar, office and various store rooms inside and outside the premises, there is a separate office used for the family hub.<br><br>A simultaneous evacuation policy is in place for the premises. |
| Main use of the building: | Administration purposes. |

| | |
|---|---|
| Have you been issued with any of the formal notices listed below by the enforcing authorities in respect to the fire safety arrangements within the premises under the Regulatory Reform (Fire Safety) Order 2005:<br>• Alternation notices<br>• Enforcement notices<br>• Prohibition/Restriction notices<br>• Fire loss | No |

**Occupancy Profile**

| | Day | Evening |
|---|---|---|
| Maximum number of persons in the site/building at any one time: | 200 | 200 |
| Overview of the occupants | It is unknown at the time of the assessment if disabled persons are to be employed, currently there is no persons that require any additional assistance. | |

| **Occupants especially at risk from Fire** | |
|---|---|
| Sleeping: | No. |
| Disabled/mobility impaired | No. |
| Hearing or vision impaired | No. |
| Occupants in remote areas, lone working/isolated areas of the building. | No, |
| Lone Working Policy in place? | Yes. |
| Young persons: | No. |
| Others | Visitors to the premises, clients and contractors, in many cases they will be familiar with the building layout, others will not. |

# SECTION 1

**Sources of Ignition**

| **Section 1:** Sources of Ignition (Electrical) | | |
|---|---|---|
| **1.1** | Has the main fixed electrical installation been periodically inspected and tested as per current guidelines? | **Yes** |
| **1.2.** | We're there any priority 1 issues identified in the report?<br>Please note.<br>(Electrical Installation Condition Report (EICR) superseded the Periodic Inspection Report (PIR) in January 2012)<br>Periodic Inspections Report Defect Codes 'Priority 1: Urgent Attention Required'.<br>EICRO Classification Code 'C1: - Danger present – risk of injury and immediate remedial action required.<br>Any C1 observation should be reported immediately in writing to the person responsible for the site; including action taken to remove or mitigate the risk.' | **N/A** |
| **1.3.** | Has any priority been rectified? | **N/A** |
| **1.4.** | Is there a procedure for the testing of portable appliances on a risk assessed basis? | **Yes** |
| **1.5.** | Is there a suitable policy in place regarding the use of personal electrical appliances? | **Yes** |
| **1.6.** | Is a register of all portable appliances maintained with the premises? | **Yes** |
| **1.7.** | Is there suitable limitation and management of electrical trailing leads and adaptors? | **Yes** |
| **1.8.** | Are there any obvious examples of electrical equipment not being provided with suitable ventilation? | **No** |
| **1.9.** | Are there any examples of damaged electrical equipment? | **No** |
| **1.10.** | Is the location of the main electrical switchgear known and identified? | **Yes** |

**Comments and Deficiencies: Section 1**

Mains electrical test and inspection is next due in June 2027, please note commercial properties should have a test and inspection on the mains income every five years or less. The mains distribution boards are located throughout the premises and were clear of combustible materials.
If extension leads are to be used they should Ideally be routed or fixed to the wall to prevent damage to the cables, you must make sure they are not overloaded and before you plug in and use the appliances in an extension lead or socket, make sure you know what's the total of the current rating (the amperage) and the wattage of those appliances. The total current rating cannot exceed the maximum current rating of the lead, and the wattage cannot exceed 3000W. Otherwise, the plug in the wall socket can overheat and possibly cause a fire. We would recommend that employees are advised to visually check plugs, sockets and leads for damage periodically and report any faults to their line manager. These arrangements can assist to reduce the likelihood of fires occurring.

No remedial actions were observed at the time of the assessment.

**Please see examples below of what are the ratings of the most commonly used domestic appliances used.**

| Domestic Portable Appliance | Amps Used | Watts Used |
|---|---|---|
| Laptop | <0.5 | 65 - 100 |
| Mobile phone charger | <0.5 | <12 |
| Kettle | 13 | 3000 |
| Satellite TV box | <0.5 | 30 |
| Printer | <0.5 | 50 |
| Radio | <0.5 | 40 |
| Radiator | 8.5 | 2000 |
| DVD player | <0.5 | 28 |
| Hair dryer | 10.0 | 2200 |
| Landline cordless telephone charger | <0.5 | 10 |
| Computer monitor | <0.5 | 100 |
| Desktop computer | 3.0 | 700 |
| Television 42" HD | 0.5 | 120 |
| Games console | 0.86 | <200 |
| Washing machine | 10 | 2200 |
| Toaster | 9.0 | 2000 |
| Tumble dryer | 11.0 | 2500 |
| Dishwasher | 10.0 | 2200 |
| Iron | 12.5 | 2800 |
| Microwave | 4.5 | 1000 |
| Vacuum cleaner | 9.0 | 2000 |
| Radiator (oil filled) | 13.0 | 3000 |

| | | |
|---|---|---|
| **Section 1:** Sources of Ignition (Smoking) | | |
| **1.11.** | Is smoking prohibited in close confines to the building? | **Yes** |
| **1.12.** | Is there any evidence of smoking inappropriate locations? | **No** |
| **1.13.** | Is the smoking area well managed with suitable/separate receptacles for discarded smoking materials and other combustible materials? | **Yes** |
| **Comments and Deficiencies: Section 1**<br><br>A no smoking policy is in place in accordance with current legislation.<br><br>No remedial actions were observed at the time of the assessment. | | |
| **Section 1:** Sources of Ignition (Arson) | | |
| **1.14.** | Do the security arrangements against the entry of unauthorized persons onto the site and/or into the building appear to be reasonable?<br><br>Is the building subject to security patrol visits when not occupied? | **Yes**<br><br>**N/A** |
| **1.15.** | Are there combustible materials/structures in close proximity to the building which may present a risk to the premises? | **No** |
| **1.16.** | Are there any openings or other weaknesses in the building that would allow the introduction of an ignition source or flammable liquid? | **No** |
| **1.17.** | Is the site well illuminated? | **Yes** |
| **1.18.** | Is a monitored security system installed? | **N/A** |
| **Comments and Deficiencies: Section 1**<br><br>No easily combustible materials should be left adjacent to the building and generally indeed this is the case. Good housekeeping and site tidiness are important to prevent fire and to ensure that emergency routes do not become obstructed and indeed this was the case at the time of the assessment.<br><br>No remedial actions were observed at the time of the assessment. | | |
| **Section 1:** Sources or Ignition (Portable Heaters) | | |
| **1.19.** | Are portable heaters used within the premises? | **No** |
| **1.20.** | Are suitable measures taken to minimize the hazard of ignition of combustible materials when portable heaters are being used? | **N/A** |
| **Comments and Deficiencies: Section 1**<br><br>No remedial actions were observed at the time of the assessment. | | |

| | | |
|---|---|---|
| **Section 1:** Sources or Ignition (Fixed Heating Installations) | | |
| **1.21.** | Are there fixed heating/air conditioning installations used within the premises? | **Yes** |
| **1.22.** | If yes, are they subject to regular servicing? | **Yes** |
| **1.23.** | Are suitable measures taken to minimise the hazard of ignition of combustible materials as a result of these installations? | **Yes** |
| **Comments and Deficiencies: Section 1**<br>No remedial actions were observed at the time of the assessment. | | |
| **Section 1:** Sources or Ignition (Catering Facilities) | | |
| **1.24.** | Are deep fat fryers provided within the kitchen? | **No** |
| **1.25.** | Is there a method of remotely isolating the fuel/power to the cooking appliances and for shutting down the extraction system? | **Yes** |
| **1.26.** | Is there an automatic and/or manual fire suppression system installed above the cooking range? (fryers over .4m$^2$) | **N/A** |
| **1.27.** | Are the cooking filters and associated extraction ductwork subject to regular cleaning? | **N/A** |
| **1.28.** | Are there minor catering facilities within these premises? | **Yes** |
| **Comments and Deficiencies: Section 1**<br>No remedial actions were observed at the time of the assessment. | | |
| **Section 1:** Sources or Ignition (Lightning Protection) | | |
| **1.29.** | Does the building have lightning protection system installed? | **No** |
| **1.30.** | Is the system subject to regular testing and maintenance? | **N/A** |
| **Comments and Deficiencies: Section 1**<br>No remedial actions were observed at the time of the assessment. | | |

| | | |
|---|---|---|
| **Section 1:** Sources or Ignition (Hazards introduced by Contractors and Building Works) | | |
| **1.31.** | Have fire safety procedures been explained and imposed on both external contractors and in-house maintenance staff? | **Yes** |
| **1.32.** | Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in-house maintenance personnel? | **N/A** |
| **Comments and Deficiencies: Section 1**<br><br>Whenever contractors are on site a robust system for the management of contractors is established within the premises, it should be ensured that all contractors have proven competency and are able to provide the relevant method statement and permit to work as required. Equally, all contractors should have the fire safety management and procedures of the building explained to them so that neither party cause fire safety issues for others.<br><br>No remedial actions were observed at the time of the assessment. | | |
| **Section 1:** Other significant fire hazards that warrant consideration | | |
| **1.33.** | Are there any other fire related hazards that require identification?<br>Examples of fire related hazards may include:<br>• Naked flames, candles, open fires and tea lights<br>• Hot processes that may produce sparks and create friction<br>• Chemical reactions that are exothermic<br>• Lighting hazards such as incandescent bulbs close to combustible materials | **No** |
| **Comments and Deficiencies: Section 1**<br><br>No remedial actions were observed at the time of the assessment. | | |

# SECTION 2

**Sources of Fuel and Oxygen**

| **Section 2:** Dangerous Substances | | |
|---|---|---|
| **2.1.** | Are dangerous substances used or stored within these premises? (i.e. substantial quantities of alcohol, white spirits, flammable liquids or materials). | **Yes** |
| **2.2.** | Where applicable, have such substances been stored in suitable areas and in containers away from possible sources of ignition, to include issues of chemical reactivity and compatibility? | **N/A** |
| **2.3.** | Are all fume cabinets maintained and operated within the current British Standard BS 7989:2001 Specification for Re-circulatory Filtration Fume Cupboards? | **N/A** |
| **2.4.** | Where applicable, has a risk assessment been carried out as per the Dangerous Substances and Explosive Atmosphere Regulations 2002? | **N/A** |
| **2.5.** | Are there suitable receptacles for the safe disposal of contaminated materials? | **N/A** |

**Comments and Deficiencies: Section 2**

There is some fertilizer store in the outside store room.

No remedial actions were observed at the time of the assessment.

| **Section 2:** Housekeeping | | |
|---|---|---|
| **2.6.** | Are combustible materials separated from ignition sources? | **Yes** |
| **2.7.** | Do the arrangements for the storage of waste materials present a risk to the building? | **No** |
| **2.8.** | Are there any examples of damaged foam filled furniture? | **No** |
| **2.9.** | Is the housekeeping of a good standard in all areas of the premises? | **Yes** |

**Comments and Deficiencies: Section 2**

You must keep reviewing the housekeeping generally throughout the premises considering the two main elements of the fire triangle. Keep fuel away from an ignition source and you will not have a fire under most circumstances and indeed this is being carried out with all combustible materials kept away from all heat sources.

Careful management and vigilance on a day-to-day basis is the only control measure in reality that can be suggested.

All furniture should comply with the furniture and furnishings (fire) (safety) regulations 1988.

No remedial actions were observed at the time of the assessment.

# SECTION 3

**Measures to Limit Fire Spread and Development**

| **Section 3:** Measures to Limit Fire Spread and Development | | |
|---|---|---|
| **3.1.** | Is the building subdivided into fire resisting compartments? | **Yes** |
| **3.2.** | Are there breaches in fire walls, ceilings and floors and/or surrounding pipes and cables? | **Yes** |
| **3.3.** | Are there any known voids beneath floors, above ceilings and anywhere else that could allow unseen fire spread? | **Yes** |
| **3.4.** | Have fire dampers been installed in ductwork, ventilation grills etc. Where they pass through compartment walls, floors or ceilings? | **N/A** |
| **3.5.** | Are there unprotected lift shafts or other vertical shafts that would allow fire and/or smoke to spread? | **N/A** |
| **3.6.** | Is there a reasonable limitation of the use of linings on walls or ceilings which may promote fire spread in all areas? | **Yes** |
| **3.7.** | Do the fire doors meet the required standards? | **No** |

**Comments and Deficiencies: Section 3**

Any breaches in walls or ceilings where pipework or cables pass through should be made good with a suitable fire-resistant material to maintain the fire integrity of the element of construction in which it is located.

This makes good sense from a property protection perspective to prevent the spread of fire within the compartmentation of the building. Fire curtains are fitted within the loft space.

In general, the building has reasonably suitable compartmentation for life safety purposes. Compartmentalisation is a frequently used term within the fire industry and is one of the core principles of Passive Fire Protection (PFP). An example of compartmentalisation would be the installation of (minimum) 30-minute fire rated barriers separating each distinct area throughout a property. The creation of layered pockets of fire resistance ensures a fire can be contained within a relatively small area, and therefore enables people to exit the building safely and minimises any damage to the property. A common sign of compartmentalisation is a fire door. Fire doors should be rated to a minimum of 30 minutes fire resistance and are designed to completely seal off a doorway to prevent flames and smoke from passing through. Of course, fire doors must be accompanied by fire resistant walls and ceilings in order to prevent the spread of fire.

Please note that all fire doors in the property should be a minimum standard of FD30 and the gap between the fire door and frame should be 2mm to 4mm wide, this will offer at least 30 minutes protection against fire, smoke and heat. The gap at the bottom of the fire door is important as fire doors that are required to limit the spread of cold smoke only a 3mm gap is permissible. If the gap is too large, the issue is 1) That cold smoke may spread from the fire side and 2) That cold air from the non-fire side may be drawn under the door and feed the fire to aid its development.

**Deficiencies:**

Refer to the fire door survey that was completed for the premises.

The gaps around the pipe that goes into the ceiling from the water boiler should be filled with a fire resistant material.

# SECTION 4

**Means of Escape**

| **Section 4:** Means of Escape | | |
|---|---|---|
| **4.1.** | Are the premises provided with a reasonable means of escape in the event of a fire? | **Yes** |
| **4.2.** | Is there a reasonable distance of travel where there is escape in a single direction only? | **Yes** |
| **4.3.** | Is there a reasonable distance of travel where there are alternative means of escape? | **Yes** |
| **4.4.** | Are there an adequate number of fire exits? | **Yes** |
| **4.5.** | Are all exits easily and immediately openable? | **Yes** |
| **4.6.** | Do the fire exits open outwards in the direction of travel where appropriate? | **N/A** |
| **4.7.** | Do the final exits lead to a place of ultimate safety? | **Yes** |
| **4.8.** | Are there routine checks undertaken of final exit doors and security fastenings? | **Yes** |

**Comments and Deficiencies: Section 4**

The Means of escape from the building listed in this report for both able and mobility impaired persons should be adequate by design and indeed this is, with all exits being a minimum of 800mm allowing safe egress from the premises for the occupancy numbers stated in this assessment. The premises has adequate exits with the exits providing occupants with ability to turn their back on a fire and evacuate to ultimate safety.

No remedial actions were observed at the time of the assessment.

| **Section 4:** Means of Escape | | |
|---|---|---|
| **4.9.** | Are escape routes clearly identified? | **Yes** |
| **4.10.** | Are all stairways, corridors and lobbies kept free from combustible storage and furniture at all times? | **Yes** |
| **4.11.** | Are all stairways, ramps and steps which comprise the means of escape both internally and externally maintained in a safe condition with even and non-slippery surfaces? | **N/A** |
| **4.12.** | Are internal escape routes protected by fire resistant construction where required? | **Yes** |
| **4.13.** | Are external escape routes protected by fire resistant construction where required? (Any opening within 1.8m horizontally or 9m vertically). | **N/A** |

**Comments and Deficiencies: Section 4**

No remedial actions were observed at the time of the assessment.

| **Section 4:** Means of Escape | | |
|---|---|---|
| **4.14.** | Are all escape routes free from obstruction? | **Yes** |
| **4.15.** | Is there a periodic inspection of the condition of all external escape staircases and pathways? | **Yes** |
| **4.16.** | Is there a procedure for ensuring the safety of external escape stairs and pathways during inclement weather? | **Yes** |
| **4.17.** | Do electrically operated doors release on activation of the fire alarm or upon a power failure? | **Yes** |
| **4.18.** | Where fire doors are held open with automatic devices can it be confirmed that they close automatically on operation of the fire alarm? | **Yes** |
| **4.19.** | Are all double leave doors fitted with selector devices where appropriate to ensure that the doors close effectively? | **N/A** |
| **4.20.** | Are there suitable fire precautions for any inner rooms? | **N/A** |
| **4.21.** | Has the maximum occupancy of the premises been determined where appropriate? | **Yes** |
| **4.22.** | Are persons asked if they have any issues regarding their personal evacuation from the building during their induction process or during refresher training? | **Yes** |
| **4.23.** | Are suitable arrangements that are not reliant on assistance from the fire and rescue service made for the evacuation of mobility impaired persons or any other persons with impairments? | **N/A** |
| **4.24.** | Are there always sufficient personnel trained and available to assist with the evacuation of persons with impairments or other conditions that may increase their evacuation time? | **N/A** |
| **4.25.** | Is there a suitable Assembly Point(s)? | **Yes** |

**Comments and Deficiencies: Section 4**

We were advised that during induction process the company enquires if persons may have any issues regarding their escape from the building that may not be obvious.

The assembly point is located in the car park.

No remedial actions were observed at the time of the assessment.

# SECTION 5

**Fire Safety Measures**

| **Section 5:** Fire Safety Measures | | |
|---|---|---|
| **5.1.** | Has an automatic fire detection and alarm system been installed throughout the premises? | **Yes** |
| **5.2.** | Is the standard and category of the system generally appropriate for the occupancy and fire risk within the premises? | **Yes** |
| **5.3.** | Is the fire alarm audible in all areas and distinct from all other alarm sounds? | **Yes** |
| **5.4.** | Have visual alarm devices been provided where required? | **Yes** |
| **5.5.** | Is the fire alarm system control panel situated in a suitable location? | **Yes** |
| **5.6.** | Has a plan of the zones to enable easy identification of the alarm activation been provided? | **Yes** |
| **5.7.** | Is the alarm of fire transmitted to an external receiving/monitoring centre? | **No** |
| **5.8.** | Is the fire detection and alarm system (including any ancillary equipment such as hold open devices on fire doors? Tested on a weekly basis by the operation of one call point in rotation? | **Yes** |
| **5.9.** | Is the fire detection and alarm system services as per British Standard 5839? | **Yes** |

**Comments and Deficiencies: Section 5**

The premises have an automatic fire detection and warning system complies with the current standard BS 5839-Part 1. The fire alarm panel is located in main entrance.

Manual call points are tested on a regular basis.

We were advised the system is not linked to an external monitoring centre.

Automatic detection compliments the fire compartmentation by giving early warning of a fire developing in an unoccupied area therefore giving persons the chance to either deal with the incident in its early stages and/or evacuate the building.

No remedial actions were observed at the time of the assessment.

| **Section 5:** Emergency Lighting | | |
|---|---|---|
| **5.10.** | Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all internal escape routes, change in floor levels, change in direction and to enable occupants to access emergency equipment? | **Yes** |
| **5.11.** | Has a reasonable standard of both normal and emergency lighting been provided to ensure the safe use of all external escape routes? | **Yes** |
| **5.12.** | Is there monthly and annual testing/servicing of the emergency lighting system? | **No** |

**Comments and Deficiencies: Section 5**

Emergency lighting is lighting for an emergency situation when the main power supply is cut, and any normal illumination fails. The loss of mains electricity could be the result of a fire or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic. Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely.
There is three hour non-maintained/ maintained emergency lighting installed throughout the premises on the internal escape routes to comply with BS 5266 – 1: 2016 Emergency Lighting Systems.

See some guidance below: -

Emergency escape lighting – that part of an emergency lighting system that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process beforehand. It is part of the fire safety provision of a building and a requirement of The Regulatory Reform (Fire Safety) Order 2005.

Escape route lighting – that part of an emergency escape lighting system provided to ensure that the means of escape can be effectively identified and safely used by occupants of the building.

Sitting of luminaires and emergency signs -Lighting units and signs should be sited so as to clearly show the exit routes leading to the final exits from the premises. Where the exit route or final exit is not readily identifiable, a sign should be utilised rather than a lighting unit. Particular attention should be paid to individual stairways, changes in floor level, corridor intersections, changes in direction, the outside of each final exit, control / plant rooms, lifts, toilet areas over 8m$^2$, Access to fire alarm call points and firefighting equipment should be clearly illuminated.

In general, if careful consideration is given to siting the luminaires and signs to cover these areas, the completed scheme will meet most requirements.

Monthly emergency lighting tests

All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004.

The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.

Annual emergency lighting tests

A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out. The emergency lights must still be working at the end of this test.

The result must be recorded and, if failures are detected, these must be remedied as soon as possible

**Deficiencies:**
The emergency lighting system should be tested on a monthly basis.
The emergency light in the outside store room was not working.

| **Section 5:** Fire Safety Signs and Notices | | |
|---|---|---|
| **5.13.** | Are all fire exits and escape routes clearly signed? | **Yes** |
| **5.14.** | Are all cupboards on escape routes secured and appropriately signed to enforce this? | **N/A** |
| **5.15.** | Are all fire doors provided with correct signage? | **Yes** |
| **5.16.** | Have sufficient and relevant fire action notices been provided? | **No** |
| **5.17.** | Has appropriate hazard signage been provided where necessary? | **N/A** |
| **5.18.** | Is a scheduled audit undertaken to ensure that all relevant signage is in place and can be clearly seen? | **Yes** |

**Comments and Deficiencies: Section 5**

All fire actions notices should have the location of the assembly point located on them and all notices should be simple as possible and bespoke to the premises so that persons under stress can understand what they are reading and react accordingly and indeed all notices have this information on.

**Deficiencies:**
Fire action notices should be displayed above all MCPs at the final fire exit door.

| **Section 5:** Manual Fire Fighting equipment | | |
|---|---|---|
| **5.19.** | Are there an adequate number of portable fire extinguishers? | **Yes** |
| **5.20.** | Are they suitable for the risk? | **Yes** |
| **5.21.** | Is relevant ID signage provided above/adjacent to the extinguisher? | **No** |
| **5.22.** | Are all fire extinguishers visible, accessible and located appropriately? | **Yes** |
| **5.23.** | Have hose reels been provided? | **N/A** |
| **5.24.** | Are the fire extinguishers checked monthly and serviced annually? | **Yes** |

**Comments and Deficiencies: Section 5**

**All** fire extinguishers should be located in escape routes, easily seen and accessible, they may also be located near a particular risk but not to close.

All firefighting equipment is serviced annually in accordance with BS 5306 -3 2017.

**Deficiencies:**
The fire extinguisher in the Westwood room has not been serviced and the ID sign is missing.

# SECTION 6

**Fire Safety Management**

| **Section 6:** Procedures and Arrangements | | |
|---|---|---|
| **6.1.** | Is there an Emergency Action Plan in place? | **Now being updated** |
| **6.2.** | Are there suitable arrangements for summoning the emergency services? | **Yes** |
| **6.3.** | Are there suitable arrangements for meeting the emergency services on their arrival? | **Yes** |
| **6.4.** | Can fire appliances identify and gain access to the premises easily? | **Yes** |
| **6.5.** | Is there an 'Emergency Information Folder' available to provide relevant information: (Building plans, location and operation of isolation devices, areas of specific risk and potential hazards to responding personnel?) | **No** |
| **6.6.** | Are there emergency water supplies in close proximity to the premises? | **Yes** |

**Comments and Deficiencies: Section 6**

All relevant staff should be fully conversant with the procedure for isolating the services to the premises so that it can be made safe as soon as possible in the event of an incident.

**Deficiencies:**

An 'Emergency Information Folder' should be available to provide relevant information: (Building plans, fire procedures, location and operation of isolation devices, areas of specific risk and potential hazards to responding personnel?)

| **Section 6:** Procedures and Arrangements | | |
|---|---|---|
| **6.7.** | Are there scheduled in-house audits of the fire safety measures (e.g. as part of your H&S policy?) | **Yes** |
| **6.8.** | Is there a formal close down procedure at the end of the working day? | **Yes** |
| **6.9.** | Have the premises been visited by the Fire & Rescue Service for familiarisation purposes? | **N/A** |

**Comments and Deficiencies: Section 6**

Scheduled fire safety audits are undertaken in house to help identify any fire safety issues before they become critical.

No remedial actions were observed at the time of the assessment.

| **Section 6:** Training and Fire Drills | | |
|---|---|---|
| **6.10.** | Are all persons given adequate fire safety training during their induction process? | **Yes** |
| **6.11.** | Do personnel that may be expected to use firefighting equipment receive both theoretical and practical training from an accredited trainer? | **Yes** |
| **6.12.** | Do personnel with specific responsibilities such as Fire Warden/Marshals receive additional training from an accredited trainer? | **Yes** |
| **6.13.** | Are fire drills undertaken on a scheduled basis? | **No** |

**Comments and Deficiencies: Section 6**

See basic guidance below.
In the event of a general alarm to evacuate being given, all persons who have not been allocated specific fire duties should be instructed to leave in an orderly manner, without stopping to collect their personal belongings. Specific fire duties that should be allocated to trained individuals include:

1. Supervising the evacuation and ensure that all people have left each area and report to the fire assembly point.
2. Ensure all doors and windows (only if safe to do so) are closed as each area is cleared.
3. Meeting the fire and rescue service on its arrival and give all relevant information, i.e. location of fire, missing persons.
4. Ensure that people do not re-enter the building until authorized to do so.

Fighting Fires
In the event of a fire being discovered, the agreed fire procedure should always take priority. After raising the alarm, evacuation has commenced and ensuring that the fire and rescue service has been called, attempts may be made to fight the fire with the equipment provided.

1. Trained staff are available.
2. It is deemed safe to do so.
3. Such action would contain or extinguish the fire.
4. It is likely to have a direct and immediate effect in protecting life.

If it is necessary to abandon fire-fighting, then staff involved should be instructed to withdraw, closing doors behind them and leave the premises.

**Deficiencies:**
Fire drills should be completed for the premises.

| **Section 6:** Recording of equipment tests and training | | |
|---|---|---|
| **6.14.** | Are appropriate records kept for the testing and maintenance of the fire detection and alarm system? | **Yes** |
| **6.15.** | Are appropriate records kept for the testing and maintenance of the emergency lighting system? | **Yes** |
| **6.16.** | Are appropriate records kept of staff fire training and drills? | **Yes** |
| **6.17.** | Are appropriate records kept for the testing and maintenance of any installed fixed installations or other fire related equipment? | **Yes** |

**Comments and Deficiencies: Section 6**

The business has a robust fire safety management system in place.

No remedial actions were observed at the time of the assessment.

# SECTION 7

## Action Plan

**It is advised that you consider the significant findings within the action plan and implement them as recommended.**

**High – Recommended time scale for completion – within 4 weeks**

**Medium - Recommended time scale for completion – within 8 weeks**

**Low - Recommended time scale for completion – within 12 weeks**

**Please note - this is only guidance from the fire risk assessor and the ultimate time scales are set by the responsible person for the premises.**

**A fire risk assessment is only complete when all actions are completed.**

| | Significant Findings | Recommended Priority | Actioned By | Date |
|---|---|---|---|---|
| 1. | Refer to the fire door survey that was completed for the premises.<br>See section 3 | Low | | |
| 2. | The gaps around the pipe that goes into the ceiling from the water boiler should be filled with a fire resistant material.<br>See section 3 | Low | | |
| 3. | The emergency lighting system should be tested on a monthly basis.<br>See section 5 | Medium | | |
| 4. | The emergency light in the outside store room was not working.<br>See section 5 | Low | | |
| 5. | Fire action notices should be displayed above all MCPs at the final fire exit door.<br>See section 5 | Medium | | |
| 6. | The fire extinguisher in the Westwood room has not been serviced and the ID sign is missing.<br>See section 5 | Low | | |
| 7. | An 'Emergency Information Folder' should be available to provide relevant information: (Building plans, fire procedures, location and operation of isolation devices, areas of specific risk and potential hazards to responding personnel?)<br>See section 6 | Medium | | |

| | | | | |
|---|---|---|---|---|
| **8.** | Fire drills should be completed for the premises.<br>See section 6 | **Medium** | | |
| **9.** | Review the fire risk assessment on a yearly basis or if changes have happened to the design or layout of the building beforehand. | **As applicable** | | |

# SECTION 7

**Photographs**

It is advised that you consider the significant findings within the action plan and implement them as recommended.

| | | |
|---|---|---|
| | | |
| See section 3 | See section 5 | See section 5 (Example) |

| | | |
|---|---|---|
| | | |
| See section 5 | | |

# SECTION 8

**Terms and Definitions**

| | |
|---|---|
| **8.1.** | **Alarm Receiving Centre (ARC)**<br>Staff premises remote from that in which the fire alarm is located, where the information regarding the state of the fire alarm system is displayed and/or recorded so that the fire and rescue service can be summoned as required. |
| **8.2.** | **Alternative Escape Route**<br>Escape routes sufficiently separated either by direction and space, or by fire resistant construction, intended to ensure that should one escape route be affected by the fire the other will still be available. |
| **8.3.** | **Automatic Release Door Mechanism**<br>A device that can be used for holding a door in the open position, against the action of the door closer and automatically releases the door to the close position on actuation of the fire alarm. |
| **8.4.** | **Competent Person**<br>Someone who is suitably trained and qualified by knowledge and practical experience, and provided with necessary instructions, to enable the required task to be carried out. Note the relevant fire safety legislation requires a nomination of various competent persons to carry out a number of defined tasks, for example Fire Incident Manager, Fire Wardens etc. |
| **8.5.** | **Dead End**<br>An area from which escape is only possible in one direction only, or in directions less than 45˚ degrees apart that are not separated by fire resisting construction. |
| **8.6.** | **Emergency Lighting**<br>Lighting provided to illuminate escape routes that will function on failure of the normal lighting. In the absence of natural lighting sufficient emergency lighting should be provided to allow safe use of the escape route, illuminate fire alarm call points, firefighting extinguishers etc. and also allow employees to shut down plant, processes and equipment safely as required. |
| **8.7.** | **Enforcing Authority**<br>Usually the local Fire & Rescue Service however the HSE and Local Authority are also responsible for specialised establishments under their control. |
| **8.8.** | **Evacuation Lift**<br>Specially designed for the evacuation of disabled persons – These lifts are enclosed within a fire-resistant structure and have a separate power supply so that their use can be assured during a fire. |
| **8.9.** | **Fire Compartment**<br>A building or part of a building constructed to prevent the spread of fire to and from another part of the same building or an adjoining building. |
| **8.10.** | **Fire Damper**<br>Mobile closure or intumescent device within the duct which is operated automatically and is designed to prevent the passage of fire which, together with its frame, is capable of satisfying for a stated period of time the same fire resistance criterion for integrity as the element of the building construction through which the duct passes. |
| **8.11.** | **Fire Door**<br>A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which when closed is intended to restrict the passage of fire and/or smoke to a predetermined level of performance.<br><br>(Source: Fire safety risk assessment – offices and shops DCLG) |

| | |
|---|---|
| **8.12.** | **Fire Drill**<br>Rehearsal of the fire evacuation procedure involving participation of all occupants of the building |
| **8.13.** | **Final Exit**<br>A door that gives access to a place of ultimate safety outside of the building |
| **8.14.** | **Fire Fighting Lift**<br>Lift with fire protection measures, including controls that enable it to be used under the direct control of the fire and rescue service in fighting a fire. |
| **8.15.** | **Fire Resistance**<br>Ability of an item to fulfil for a stated period of time the required load bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test. |
| **8.16.** | **Fire Risk Assessment**<br>This is the central emphasis of the Order and must be formally recorded if the responsible person employs five or more people, if the premises are licensed or if an Alterations Notice is in force. The Fire Risk Assessment must record significant findings and any action required because of those findings. It must be reviewed regularly and when any significant changes to the building, risks or work activity occur. |
| **8.17.** | **Fire Safety Adviser/Inspecting Officer**<br>Usually the local Fire Officer/Fire Safety Adviser.<br>He/she may enter premises (but not by force) to inspect, ask about the extent of the premises and the identity of the responsible person, inspect or copy fire safety records, and take samples of certain materials. |
| **8.18.** | **Fire Safety Manual**<br>A record of all design features, procedural and managerial issues and events that relate the fire safety of the building. |
| **8.19.** | **Fire Safety Policy**<br>Documented strategy that sets the standards of fire safety that an organisation is committed to maintaining. |
| **8.20.** | **Fire Stopping**<br>Sealing or closing an imperfection of fit between the elements, components or construction of a building or any joint, so as to restrict penetration of smoke and flame through the identified imperfection or joint. |
| **8.21.** | **Generic Emergency Evacuation Plan (GEEP)**<br>Should be devised for buildings which may have visitors who require assistance to evacuate. |
| **8.22.** | **Inner Room**<br>A room that can only be accessed/egressed through another room (known as the access room) |
| **8.23.** | **Means of Escape**<br>A structural means whereby a safe route is provided for persons to escape in case of a fire, from any point in the building to a place of safety clear of the building without outside assistance.<br>Where necessary, in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (Source: Officers & Shops DCLG) |
| **8.24.** | **Personal Emergency Evacuation Plan (PEEP)**<br>A written arrangement made with consultation and agreement with the person concerned as to a means of ensuring their safe evacuation in the event of a fire. The specific needs of the person should be identified and details of those who will assist them should be recorded.<br>Consideration should be given not only to staff with obvious mobility impairments but also to those who may temporarily have a mobility issue, or those with a sensory or neurological impairment. |

| | |
|---|---|
| **8.25.** | **Records**<br>Records must be kept of the fire risk assessment, fire safety policy, procedures, training, drills, and installation and maintenance of alarms, emergency lighting and extinguishers. |
| **8.26.** | **Refuge**<br>A place of reasonable safety where a disabled person and others who may require assistance may rest and wait for assistance before reaching a place of total safety. It should lead directly to a fire resisting escape. (Source: Officers and Shops DCLG)<br><br>Note: Refuges are intended to be used for a short period only. They are not areas where disabled persons can wait to be rescued by the fire service. Persons should not be left alone and they should be able to communicate to other people in the building to inform others of their location.<br>A refuge is an area that is both separated from the fire by fire resistant construction and which has access via a safe route to a final exit. |
| **8.27.** | **Relevant Person**<br>Anyone who may be lawfully on or near the premises or affected by an incident arising in or around the premises. |
| **8.28.** | **Responsible Person**<br>The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. |
| **8.29.** | **Self-closing Device**<br>A device that is capable of closing a fire door from any angle and against any latch fitted to the door. |
| **8.30.** | **Signs and Notices**<br>Appropriate signs must be deployed to mark evacuation routes, firefighting equipment and fire doors.<br>Notices must be displayed reinforcing instructions to employees and anyone reasonably expected to be in or around the premises (Fire Action notice). |
| **8.31.** | **Staff Training**<br>All employees must be given adequate Fire Safety training (during normal working hours) when they commence employment and receive refresher training as appropriate, or when circumstances change which affect fire safety. |
| **8.32.** | **Travel Distance**<br>The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit, having regard to the layout of walls, partitions and fixings (Source: Offices & Shops DCLG) |

**Meeting of Hellesdon Community Centre Committee**

**14th August 2024**

**Item 8 To Consider Use of Warm Room**

The warm room continues to be a useful asset to the community centre, but presently it is not used as much as for its original purpose. It is used as a social space and an overspill for the café.

There is now increased demand in the community centre for a room of a similar size to the OH, and the Spraggins room would meet this demand.

The facilities team have mocked up the warm room in the Westwood room. The Westwood room would still provide a warm space for those who need it, and could accommodate the television, some chairs and the drinks station, along with a small shelving area for some books magazines and games.

Could the committee please give consideration as to whether the warm room could be accommodated within the Westwood room.