

New Milton & District Community Centre Fire Assessment Review updated 14/01/20

As appointed Health & Safety Adviser I have reviewed the previous Assessment document dated 1st June 2019. There are some minor amendments changes to that assessment and these are listed below in italics.

Building

The 2 storey high building is brick built with concrete floors. It has a flat roof, which is not accessible from inside. The flat roof has an array of solar panels mounted on it. *An external access ladder is currently being prepared for installment to provide safe access to the roof for maintenance purposes only*

On the ground floor there are the following rooms used by the public – Lounge/Lounge Annex, Common Room/Common Room Annex and Room 1. There is a kitchenette to the Lounge and a Kitchen to the Common Room. Both have serving hatches to the main room. There is a central Reception Office and Male and Female Toilets. There is also a boiler room, laundry and store accessed from outside.

A centrally positioned lift serves the upper floor. The main staircase to the first floor is accessed from a corridor past the Kitchen.

On the first floor there are 5No rooms- The Jubilee Room, Room 2, Room 3 and the Ambrose Room together with an Office for staff and 2No toilets.

Rooms 2,3 and the Ambrose Room and the office are located on a mezzanine level 1.3 m above the main floor level. Access to the mezzanine level is via a staircase *only*.

Every room has framed fire evacuation procedures and means of escape diagrams permanently fixed adjacent each fire escape door and all groups using the premises are required to read these instructions and tell their attendees accordingly.

Special break glass hammers are now fitted adjacent to the ground floor windows of The Lounge and Room 1 where there is no external escape door.

Fire Precautions

Access/Egress

Access to the building can be achieved by the front sliding doors facing Spencer Road *or by* a secondary access to the main Kitchen from the car park *or an escape door* at the foot of the main staircase.

Egress during a fire alarm/evacuation situation is as follows:

First Floor. Escape routes are signposted to either the Fire Exit in the Jubilee Room or Room 3 on the mezzanine level. Both give access to an external metal staircase leading to ground floor level in the centre car park. The top landings are designated Places of Safety for persons with mobility issues who may not be able to descend the staircase unassisted.

Groups using Room 3 must ensure the access route from the Ambrose Room is kept clear during use.

All users of the premises must be made aware that the escape doors at this level have raised steps to the external escape and the **responsible person** for each activity at this level must ensure all attendees know about this and give assistance where necessary.

The main staircase is **not** a designated fire escape route from the first floor.

The lift must not be used during an alarm situation and a Receptionist will ensure the lift is disabled.

On the Ground floor there are 4No escape points. The front doors for escape from Rooms 1 and Lounge/Annex. The Common Room and Annex each have an escape door into the car park or access road. There is also an escape route via the central corridor past the Kitchen to the escape door at the foot of the main staircase.

Fire resisting doors are located throughout the building in accordance with the recommendations of the Fire Officer. Those on the First floor are self-closing when the alarm sounds.

Currently the Centre's policy is that wheelchairs are not permitted on the first floor.

Fire Fighting

Fire extinguishers and fire blankets are provided in accordance with the recommendations of the Fire Officer.

Extinguishers are located in the Common Room, Reception Lobby, Kitchen, Kitchenettes, 1st Floor main landing, Jubilee Room and Room 3. Receptionists are currently not obligated to use this equipment but if practical and safe to do so they can be used to deal with a minor fire by Receptionists or others.

Fire blankets are located in each Kitchen area.

A Specialist Contractor services all fire appliances annually.

Fire Detection

An electrical fire alarm system has been installed throughout the building that is maintained by a Specialist Contractor.

Smoke and heat detectors are installed throughout the building in accordance with the recommendations of the Fire Officer.

Break glass operating points are installed for raising the alarm in each room adjacent to the emergency exits, the first floor landing and in the ground floor lobby.

The caretakers undertake a *monthly* test of the alarm system and records of these tests are kept in the Fire Folder.

Fire Evacuation

Following discussions with the Fire Office fire drills are not considered to be appropriate as occupants are extremely transient. The facilities are used intermittently by members and outside organizations.

Members of the Management Committee are more regular users of the premises and these should all be made aware of the evacuation procedures.

All Receptionists are provided with the Fire Evacuation Plan and receive training where necessary. A copy of the Plan is kept in the Receptionists Handbook and Fire Folder

Hi-viz jackets are provided for use by the on duty Receptionists who will act as Fire Marshalls in the event of the alarm sounding.

2 no Caretakers are employed by the Committee and both are thoroughly familiar with the layout of the building and in the unlikely event of a fire when there are alone in the building there should be no difficulties in them escaping safely.

The Assembly point for persons escaping the building is the Public Car Park in Spencer Road. Signage *is* provided in the Centre Car Park and Spencer Road Car Park.

Potential Ignition Sources

Smoking is not permitted within the building and this has removed a potential source of fire.

Gas is provided to the building to serve the three heating boilers and two water heaters. The boilers are located in the external ground floor boiler room, within a cupboard in the first floor kitchenette and in a cupboard on the first floor staircase landing. The water boilers are in the kitchen/kitchenettes

A Specialist Contractor regularly services the gas appliances and carries out gas checks.

There are no electrical fires in use. All other electrical appliances are regularly maintained and PAT tested.

Arson is not considered as a significant threat. There is no record of arson attacks in the neighbourhood.

Curtains and other furnishings are treated with a fire retardant and there are no loose flammable materials left out.

The Management Committee arranges for the disposal of all waste including paper etc. These are not left outside where they could be set alight.

Flammable Liquids

Paints and other potentially flammable liquids are kept in metal cabinet in the Garage and pose no significant risk.

Other liquids for Cleaning and general maintenance are not classed as flammable and these are stored in the Caretakers Store adjacent to the Common Room. There are no sources of ignition in this room and they pose no risk.

Legal

The Members of the Executive Committee understand that there is a legal obligation to comply with the relevant Fire Precaution Legislation. This obligation will normally be discharged through the Management Committee

Risk Assessment

After carefully considering of all the factors relating to Fire Safety and having carried out a Self Assessment Risk Assessment in conjunction with the Management Committee I am of the opinion that the risk to persons using the Community Centre in Osborne Road is **very low**.

Robert Stevens Health & Safety Advisor appointed by the Committee
Reviewed and amended 14th January 2020